Welcome

Your Financial Partner @ Work

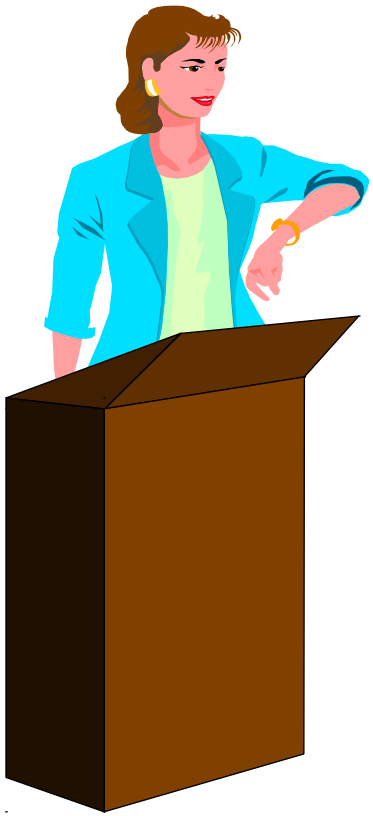
Wide Area Workflow Inspector and Acceptor Training

Defense Finance and Accounting Service

Welcome

- ☑ Welcome to Using WAWF for Government Personnel.

- ☑ Today you will learn how to use Wide Area Work Flow to electronically create receiving reports and process documents sent to you from a vendor.

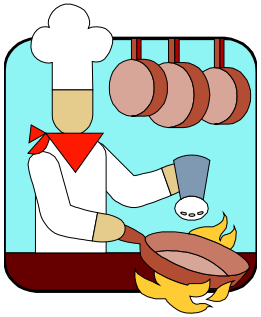


Your Instructor for today is...

Primary Instructor is: Bill Stiles

Time Management

Class Hours : 08:30 - 17:



Lunch: 1 Hour

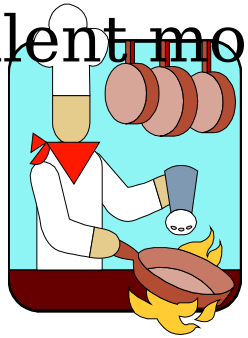
Breaks: as needed

Other Announcements

- Restrooms

- Cell Phones, be courteous Turn them off or switch to silent mode

Smoking in designated outside area only



- Food Court
- Cafeteria

Please no email or web-surfing during class

No food or drink in classroom

In case of emergency follow posted or verbal directions

Materials & Supplies

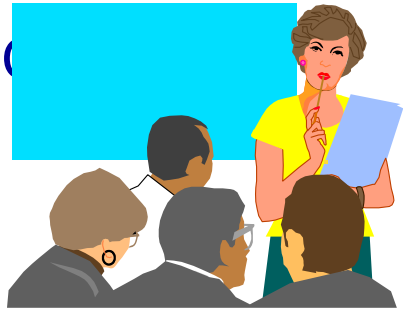
- Practice Exercises
- Sample contract (Training Purposes Only)
- Inspector/Acceptor User guide
- Demo DFAS EC User Tool Box via DFAS web-site [dod.mil/dfas]
- Interactive Customer Evaluation Program (ICE) survey
- Instructor's Business Card
  - Army Help Desk contact information:
    - Toll Free 1-866-598-3560
    - DSN 312-869-0290
    - Email **cco-ec-army-wawf-helpdesk@dfas.mil**
    - Columbus, OH 07:30-18:00 EST

Group Dynamics

- Questions are encouraged
- Questions help everyone to learn
- Jot it down on a post it note so you don’t forget
- Sometimes your best resource for answers is sitting right next to you!

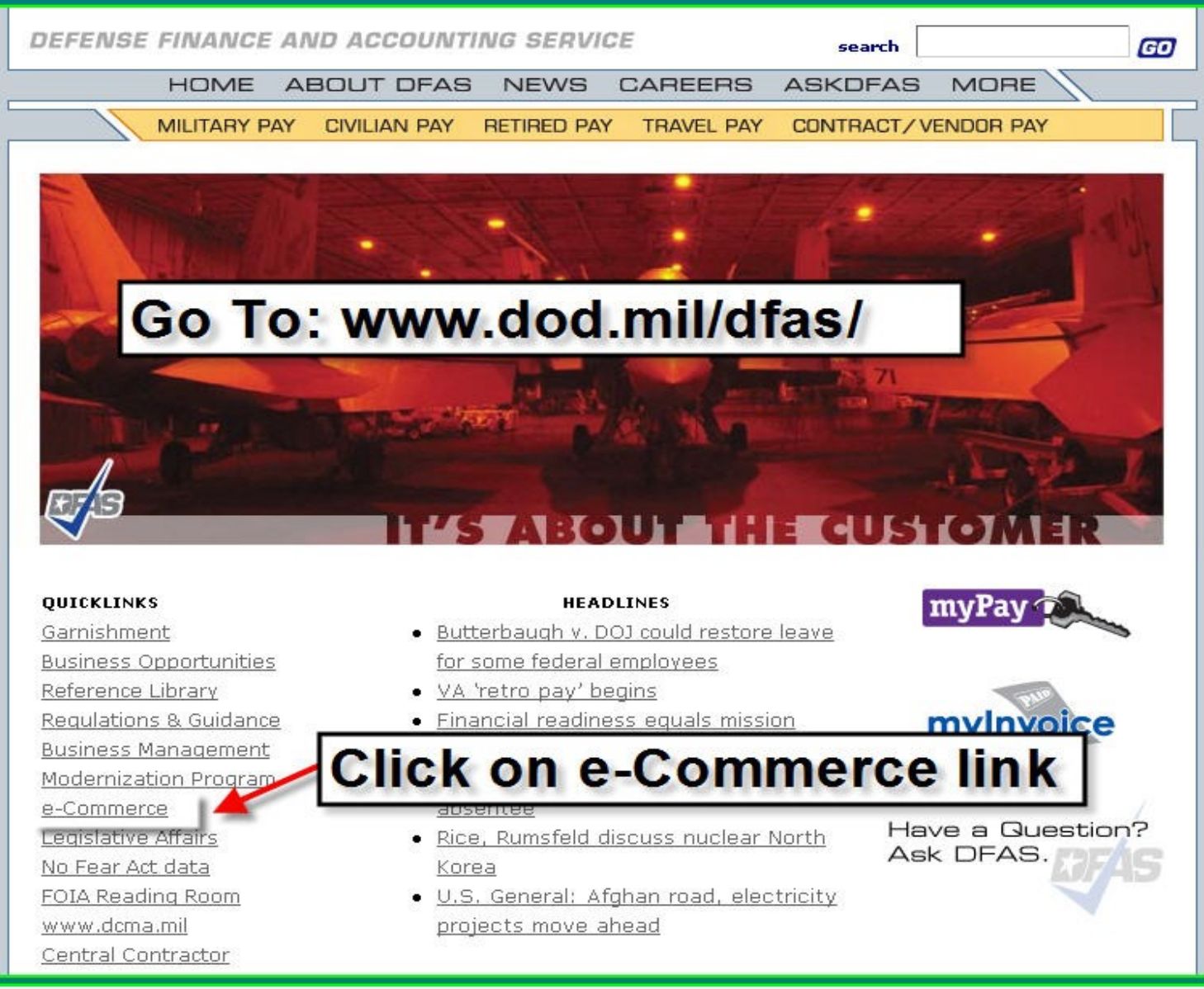
Today We are Covering…

- In class registration (Class Roster)
- Electronic Commerce Tools Overview
- Electronic Document Access (EDA) (

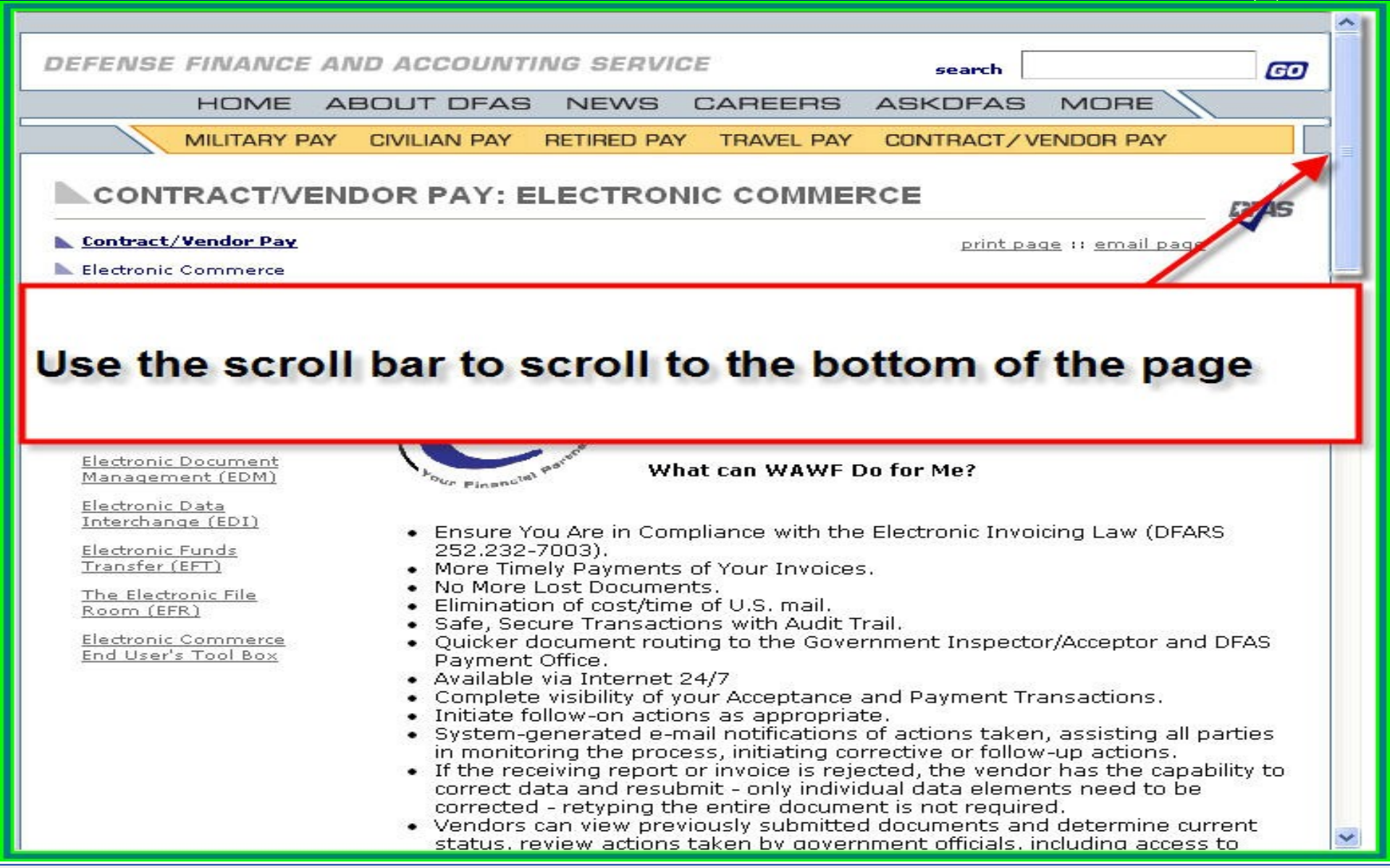


- Wide Area Work Flow (WAWF)
  - Overview
  - Registration Information
  - Navigation
  - Hands on Training
  - Exercise Status Review
  - Demonstrate the Electronic Commerce End User's Tool Box
  - Complete ICE survey

WAWF Class Sign-In



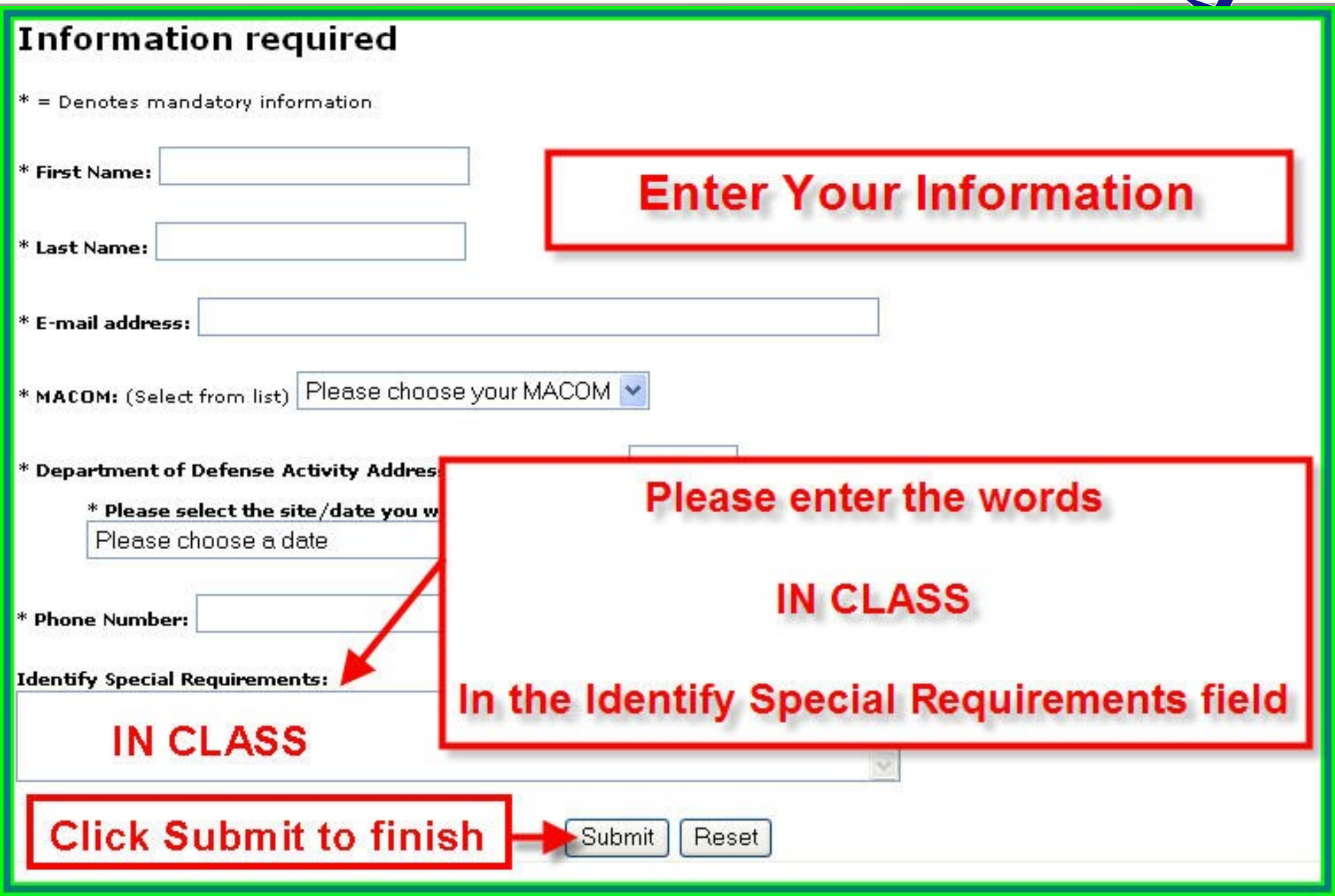
WAWF Class Sign-In, continued


DEFENSE FINANCE AND ACCOUNTING SERVICE
search
GO
HOME ABOUT DFAS NEWS CAREERS ASKDFAS MORE
MILITARY PAY CIVILIAN PAY RETIRED PAY TRAVEL PAY CONTRACT/VENDOR PAY
CONTRACT/VENDOR PAY: ELECTRONIC COMMERCE
Contract/Vendor Pay
Electronic Commerce
print page :: email page
Use the scroll bar to scroll to the bottom of the page
Electronic Document Management (EDM)
Electronic Data Interchange (EDI)
Electronic Funds Transfer (EFT)
The Electronic File Room (EFR)
Electronic Commerce End User's Tool Box
What can WAWF Do for Me?
Ensure You Are in Compliance with the Electronic Invoicing Law (DFARS 252.232-7003).
More Timely Payments of Your Invoices.
No More Lost Documents.
Elimination of cost/time of U.S. mail.
Safe, Secure Transactions with Audit Trail.
Quicker document routing to the Government Inspector/Acceptor and DFAS Payment Office.
Available via Internet 24/7
Complete visibility of your Acceptance and Payment Transactions.
Initiate follow-on actions as appropriate.
System-generated e-mail notifications of actions taken, assisting all parties in monitoring the process, initiating corrective or follow-up actions.
If the receiving report or invoice is rejected, the vendor has the capability to correct data and resubmit - only individual data elements need to be corrected - retyping the entire document is not required.
Vendors can view previously submitted documents and determine current status, review actions taken by government officials, including access to

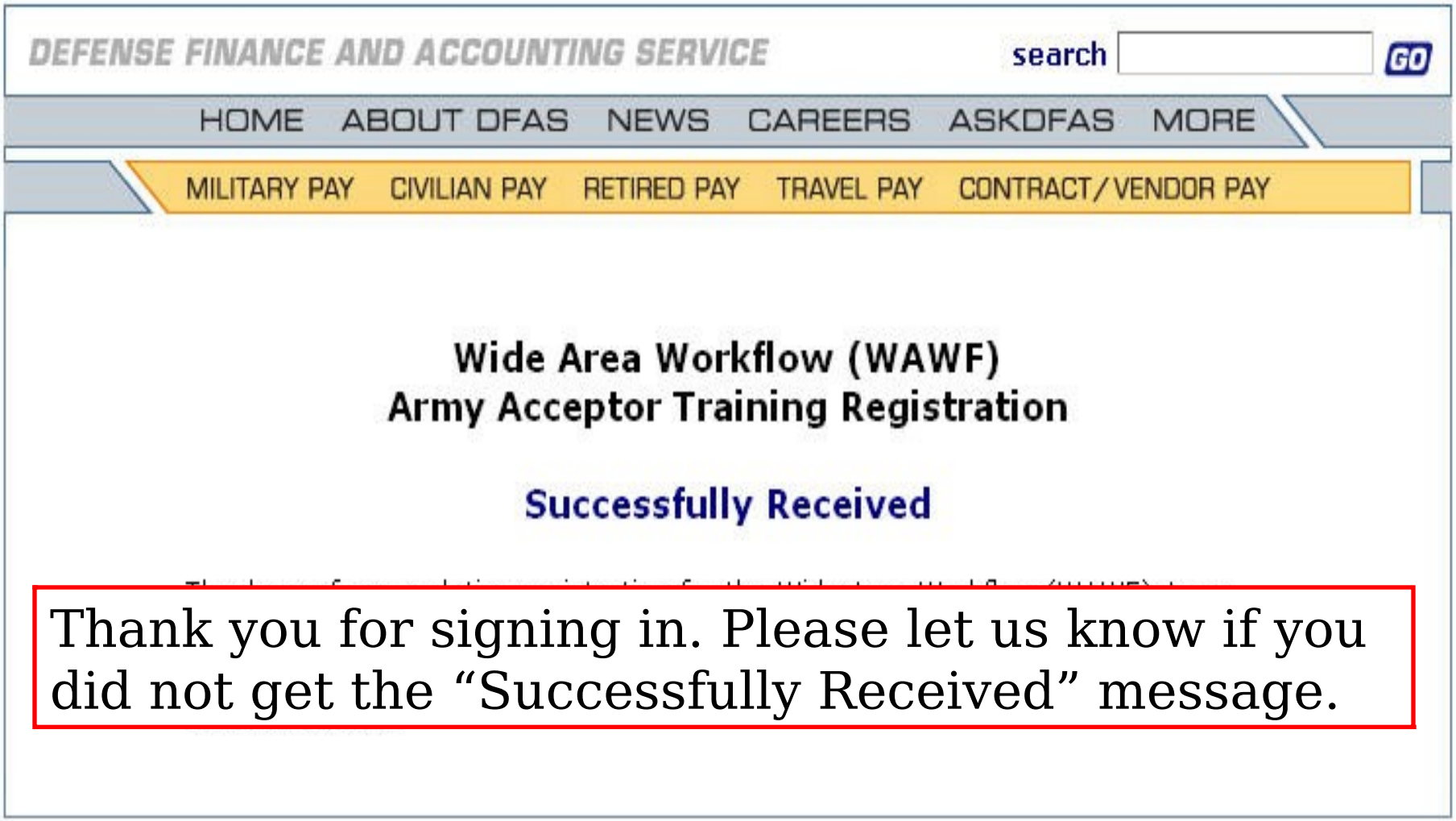
WAWF Class Sign-In, continued

Government Inspector/Acceptor Training
DFAS invites you to attend Wide Area Work Flow (WAWF) receipt acceptance training for Army Government Inspectors/ Acceptors. We are currently offering an 8-hour instructor-led class and a 4-hour, 'view-only' class that includes comprehensive instruction on basic WAWF functionality, hands-on practice and a detailed reference guide for you to take back to your work site.
Please submit your registration as soon as possible in order to allow ample time to set up the class. Notification of your registration will occur 1-2 weeks prior to the class date. Please be patient--once we finalize our class roster, we will send you an e-mail regarding your registration status.
Register online at: https://ca.dtic.mil/dfas/dfas4dod/wawfarmytraining.htm .
From the Government Inspector/Acceptor Training area, click on the register online link
Electronic Commerce Pamphlets
Complying with the Electronic Invoicing Mandate
Electronic File Room (EFR)
Electronic Document Access

WAWF Class Sign-In, continued



WAWF Class Sign-In, continued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search
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HOME ABOUT DFAS NEWS CAREERS ASKDFAS MORE
MILITARY PAY CIVILIAN PAY RETIRED PAY TRAVEL PAY CONTRACT/VENDOR PAY
Wide Area Workflow (WAWF)
Army Acceptor Training Registration
Successfully Received
home :: about DFAS :: news :: careers :: askDFAS :: more :: Privacy and Security Notice

Thank you for signing in. Please let us know if you did not get the “Successfully Received” message.

Electronic Commerce Tools Overview

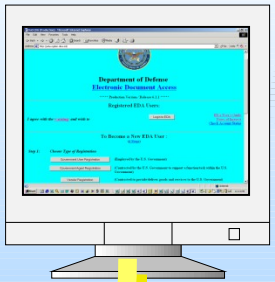
Presented by:

Defense Finance and Accounting Service

1

Vendor registers in CCR, remittance data transmitted to EC systems/CEFT

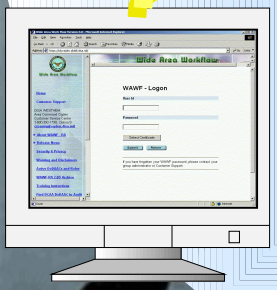
2



Contract awards/mods, vouche are posted to EDA/NAFI

Contractual data is fed to DFAS entitlement systems via EDI, SPSI, or XML

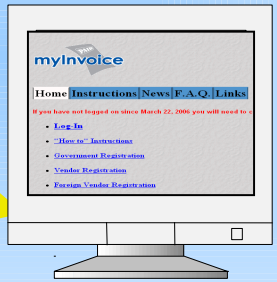
3



Vendor enters invoice and shipment data into WAWF, or transmits invoices via WINS or EDI

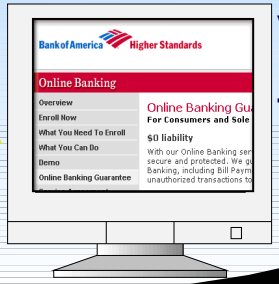
Government performs acceptance of goods and services in WAWF acceptance is transmitted to entitlement/accounting systems

4



Vendor/Government ca monitor invoice and view payment status in MyInvoice

5



Vendor receives payment via electronic funds transfer (EFT)

EDA Overview

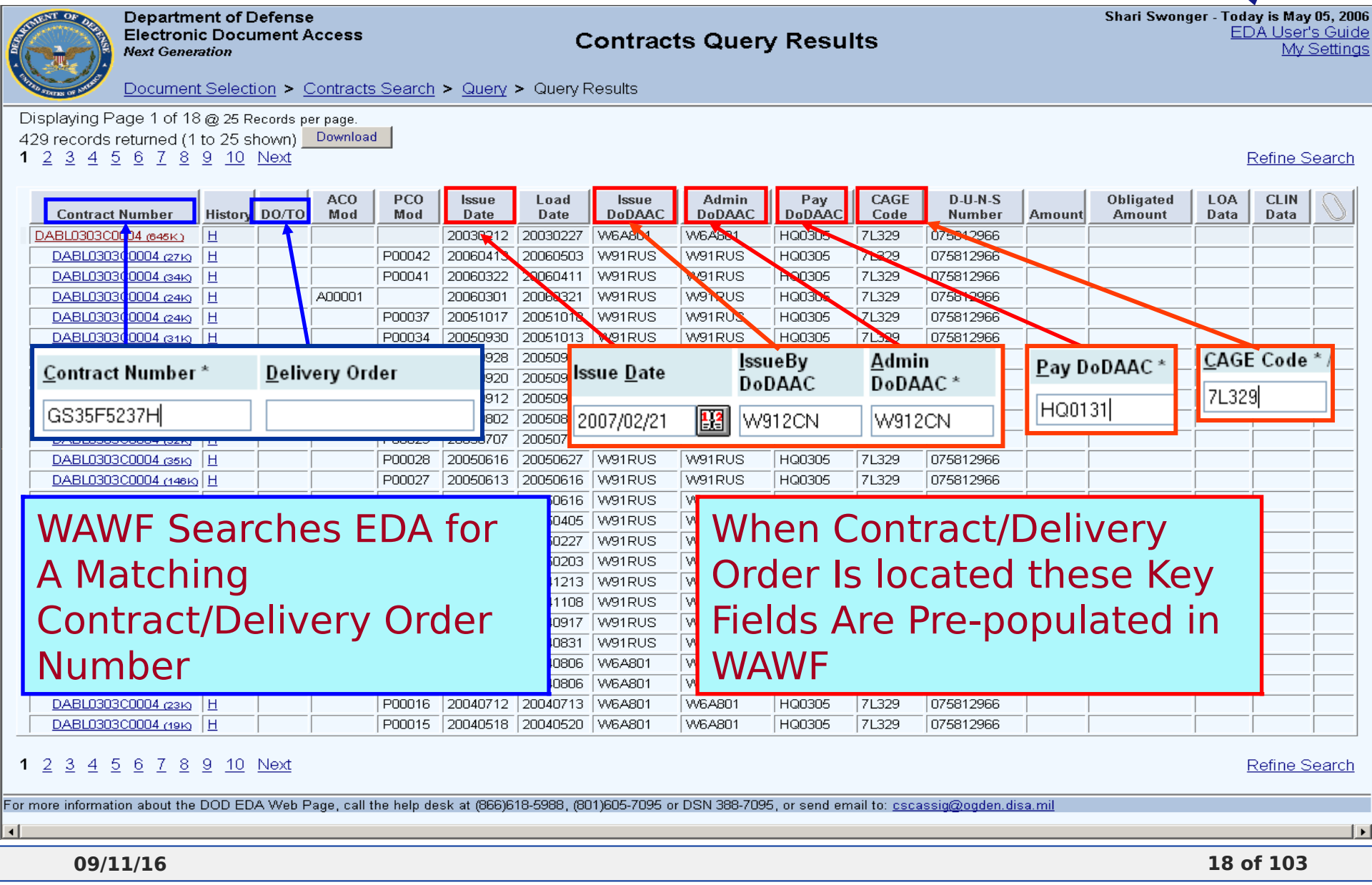
Presented by:

Defense Finance and Accounting Service

WHAT IS EDA?

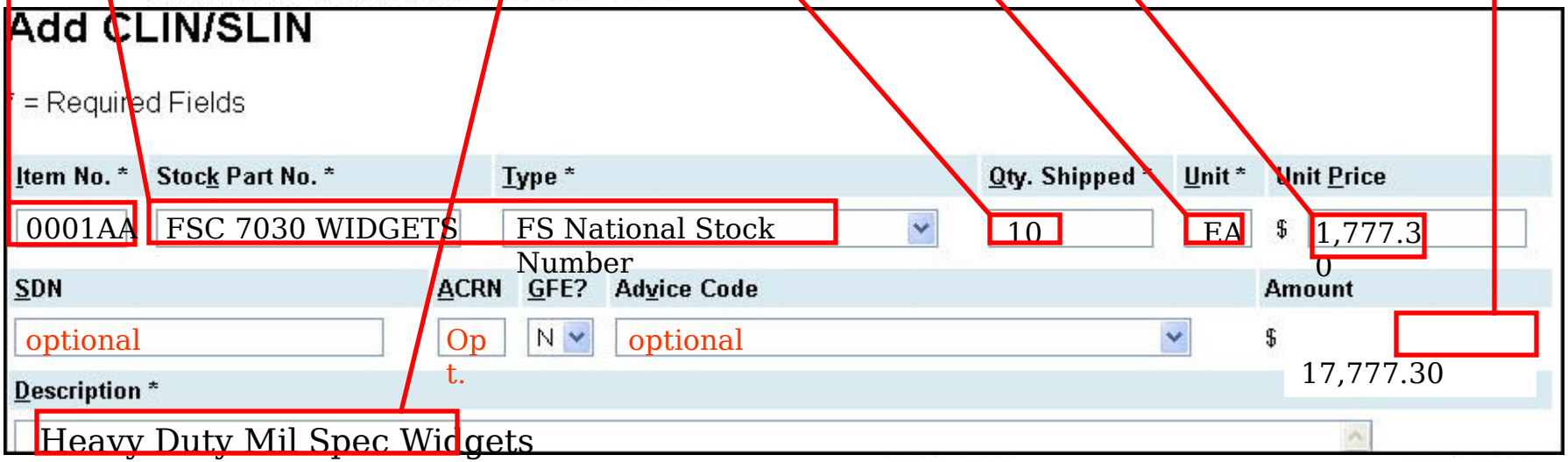
- EDA provides online access to virtually all of your Department of Defense (DoD) contracts.
- Contracts in EDA are your road map for electronic billing in WAWF. You can use a hard copy of the contract or an on line version in EDA
- WAWF uses index information listed in EDA to route your billing documents from your system to the appropriate DFAS Entitlement System
- EDA contract line item information (CLIN) details listed on your contract must be used to build invoice/receiving report line item details in WAWF
- For Vendors, EDA contracts may list the type of document to create in WAWF. For all users, EDA contracts will provide you with “points of contact” for government Contracting Officers, government Inspectors/Acceptors, Payment Offices, and Vendor contact information.
- The following screens show an example of what the contract looks like on your desktop if you utilize EDA. You’ll notice no difference between your hard copy contract or the EDA view. We will also show you how the contract information is used by WAWF to route your documents.
- In addition, we’ll show you the EDA home page and provide you with the website info.

EDA Overview, continued



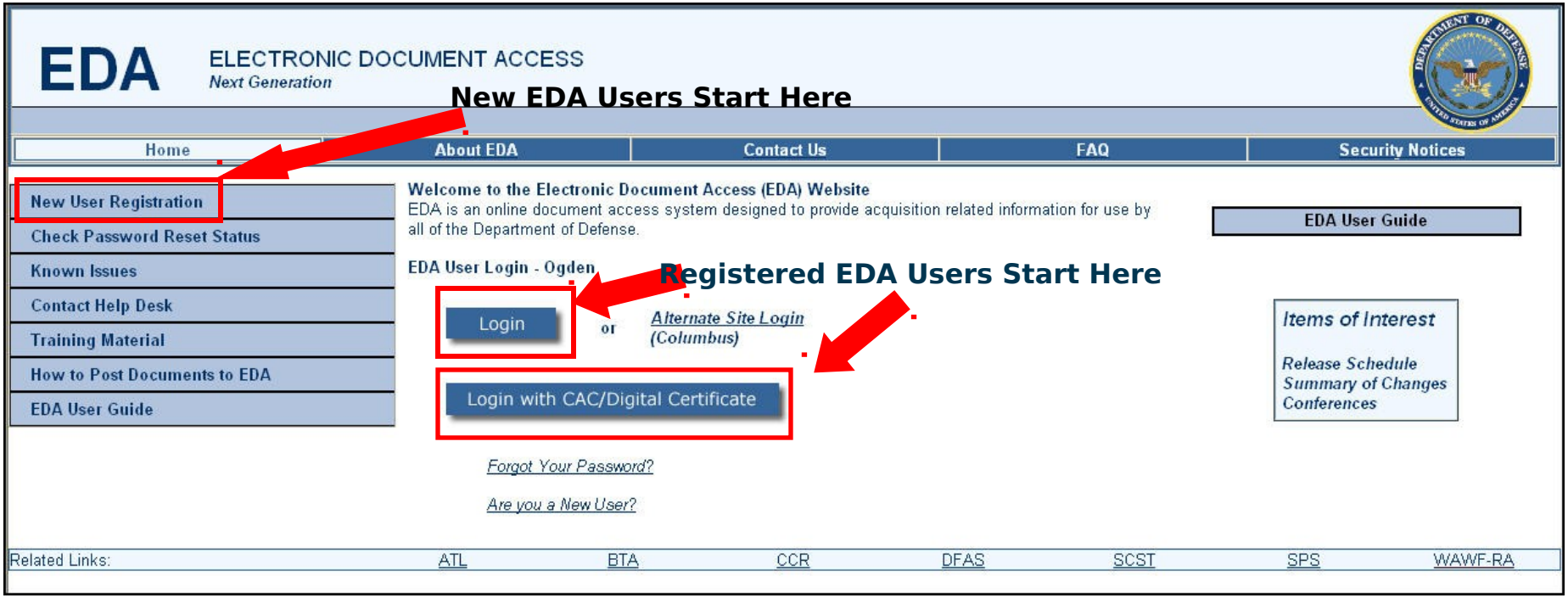
Section SF 1449 - CONTINUATION SHEET

ITEM NO	SUPPLIES/SERVICES	QUANTITY	UNIT	UNIT PRICE	AMOUNT
0001AA	FSC 7030 W I D G E T S FFP HEAVY DUTY MIL SPEC WIDGETS UNIT IDENTIFICATION NUMBER 35786	10	Each	$1,777.30	$17,773.00



ACRN AA Funded Amount $17,773.00

EDA Home page –
http://eda.ogden.disa.mil



Questions?

Wide Area Work Flow (WAWF) Overview

Presented by:

Defense Finance and Accounting Service

Presentation Outline

- **Background - Why was WAWF-RA Developed?**
- **WAWF-RA - What is it and How does it Work?**
- **WAWF Process**
- **User Roles - Who will use WAWF-RA?**
- **Benefits: How will DoD Benefit?**
- **More Information - How Can I Find Out More?**

Background

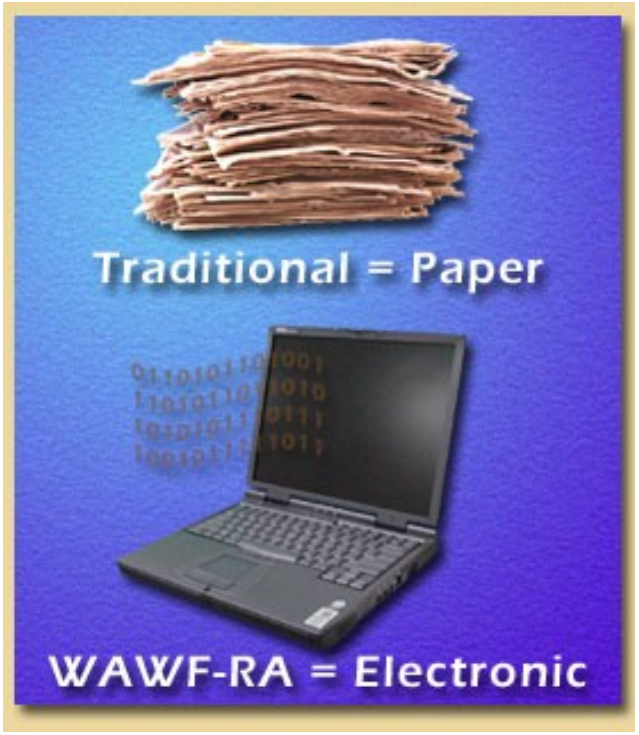
- **Concern:** Acceptance & payment process is predominately paper-based.
- **Requirement:** Electronically capture and coordinate the basic items necessary to make a payment.
- **Objective:** Create an electronic commerce environment leveraging existing DoD electronic tools coupled with Web technology to process payment information.

Electronic Invoicing Mandate

- **Defense Federal Acquisition Regulation Supplement (DFARS) has been updated to include a requirement for electronic invoicing**
  - 252.232-7003 Electronic Submission of Payment Requests (contract clause) & 232.70—Electronic Submission and Processing of Payment Requests *Revised January 13, 2004*
- **Three Electronic Options**
  - Except as provided in paragraph (c) of this clause, the Contractor shall submit payment requests using one of the following electronic forms:
    - **Wide Area WorkFlow-Receipt and Acceptance** (WAWF-RA).
    - Information regarding WAWF-RA is available on the Internet at https://wawf.eb.mil.
    - (2) **Web Invoicing System (WInS).**
    - Information regarding WInS is available on the Internet at https://ecweb.dfas.mil.
    - (3) **American National Standards Institute (ANSI) X.12 electronic data interchange (EDI)** formats.
- **"Electronic form" means any automated system that transmits information electronically from the initiating system to all affected systems.**
  - Facsimile, e-mail, and scanned documents are not acceptable electronic forms for submission of payment requests. However, scanned documents are acceptable when they are part of a submission of a payment request made using one of the electronic forms provided for in paragraph (b) of this clause.

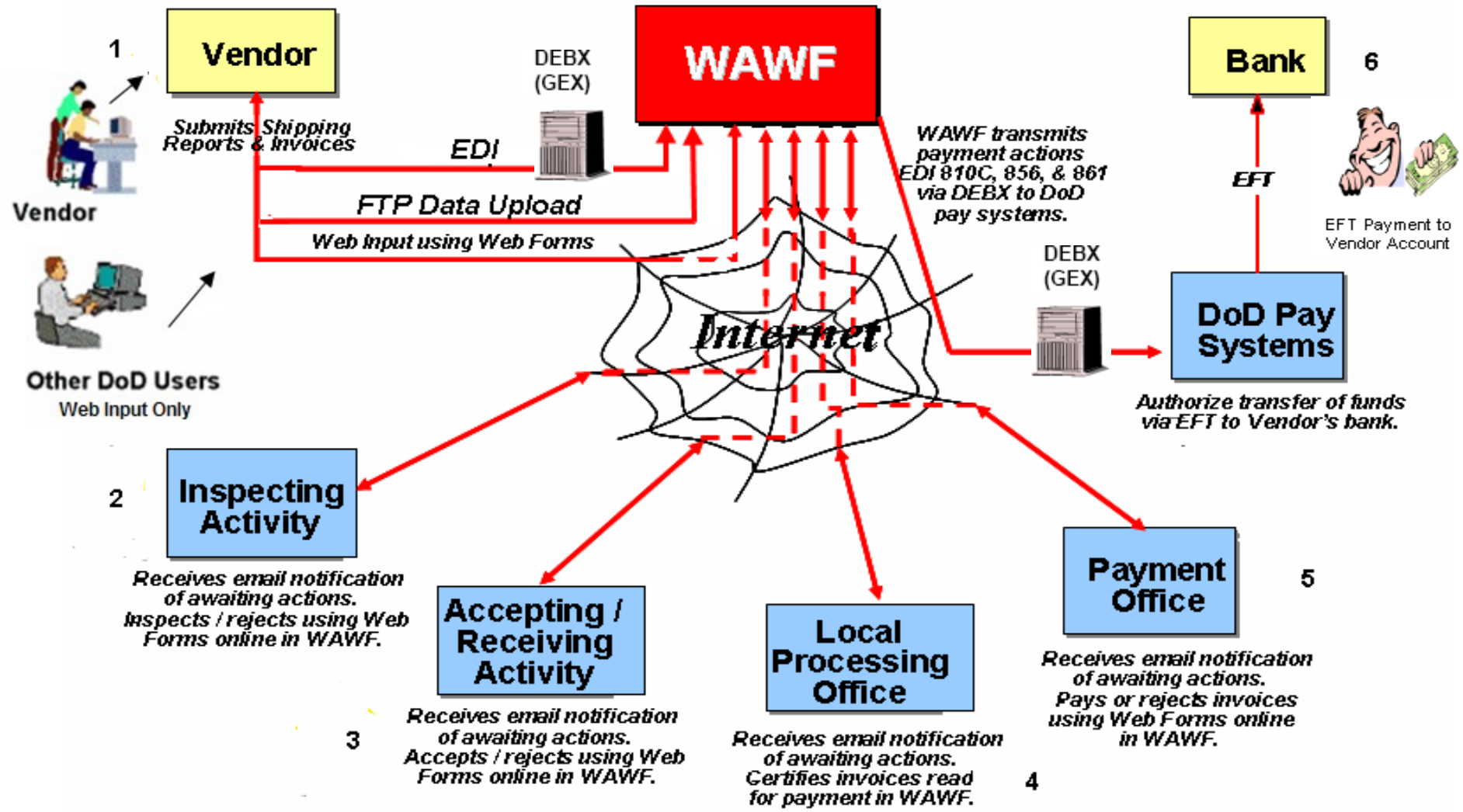
What is WAWF-RA?

An interactive web-based application that allows vendors to electronically submit invoices and receiving reports, and the Government to inspect, accept, receive and pay electronically.



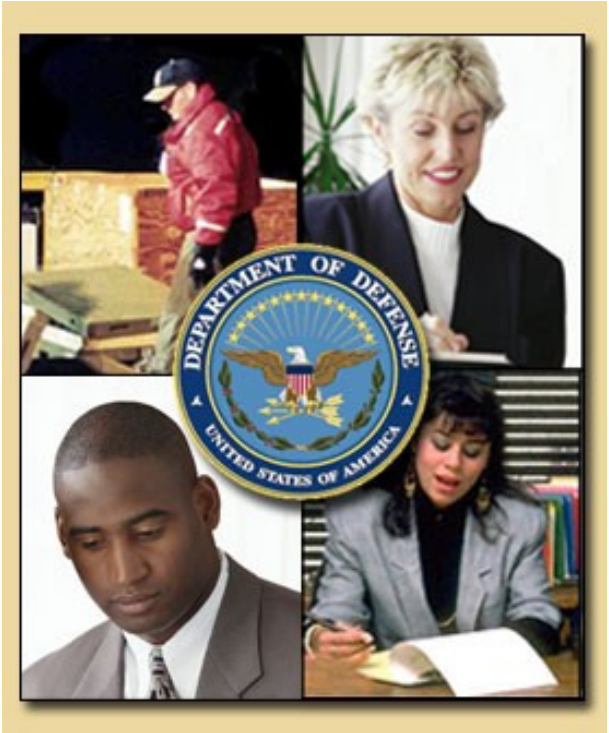
- A user friendly application that allows government users to digitally sign electronic documents via the world wide web.
- Eliminates paper from the invoicing and receipt/acceptance processes of the DoD contracting life cycle.
- Electronically transmits data to the entitlement systems for payment.
- Uses e-mail notification to notify workflow users of document status.
- Provides GLOBAL visibility to all users.

How Does It Work? – WAWF Process


1
Vendor
Submits Shipping Reports & Invoices
DEBX (GEX)
EDI
WAWF
FTP Data Upload
Web Input using Web Forms
WAWF transmits payment actions EDI 810C, 856, & 861 via DEBX to DoD pay systems.
Bank
6
EFT
EFT Payment to Vendor Account
Vendor
Other DoD Users
Web Input Only
Internet
DEBX (GEX)
DoD Pay Systems
Authorize transfer of funds via EFT to Vendor's bank.
2
Inspecting Activity
Receives email notification of awaiting actions. Inspects / rejects using Web Forms online in WAWF.
Accepting / Receiving Activity
3
Receives email notification of awaiting actions. Accepts / rejects using Web Forms online in WAWF.
Local Processing Office
Receives email notification of awaiting actions. Certifies invoices read for payment in WAWF.
4
Payment Office
5
Receives email notification of awaiting actions. Pays or rejects invoices using Web Forms online in WAWF.

Significant Benefits for DoD

- Ability to electronically record and view the inspection and acceptance of goods and services at any time while providing an audit trail.
- Minimize processing time for soldiers.
- Improved data accuracy
- Electronic transaction processing into entitlement systems reducing the processing cost.
- Real Time Processing
- Take advantage of payment discounts provided by vendors.
- Mechanism to capture UID/RFID In Accordance with the UID mandate



Unique Identification (UID)

- Unique Identification (UID) is a system of distinguishing one object from another, allowing DoD to track identical objects separately.
- Contracting officers shall include clause 252.211-7003, Item Identification and Valuation, in all solicitations and contracts that require delivery of items effective January 2004.
- UID submission is now mandatory for items meeting these categories:
  - Costs over $5,000
  - Serially managed.
  - Mission essential.
  - Controlled inventory.
  - A consumable item or material where permanent identification is necessary.
- To date UID/RFID is not fully deployed throughout the DoD.
- WAWF is the single entry point for UID/RFID information on DoD procurement actions
- In today's training we will show you how to process a receiving report that contains UID. For further information please refer to the resource CD or student guide provided today.
- For additional information. **http://www.acq.osd.mil/dpap/UID/**

DFAS Entitlement Systems

- **BSM---Business System Modernization**
  - For payment of Defense Logistic Agency contracts
- **CAPS-C---Computerized Accounts Payable System - Clipper**
  - For payment of Army, Marine Corps, contracts (European theater)
- **CAPS-W--- Computerized Accounts Payable System - Windows**
  - For payment of Army, Marine Corps, Defense agencies contracts
- **IAPS---Integrated Accounts Payable System**
  - For payment of Air Force contracts
- **STARS**
  - For payment of Navy contracts
- **STARS ONE PAY (ARMY)**
  - For payment of Army contracts (Pacific theater only)
- **MOCAS---Mechanization of Contract Administration Services**
  - For payment of Contract Pay Purchases
- **SAMMS---Standard Automated Material Management System**
  - For payment of Defense Logistic Agency contracts

For More Information...

- Wide Area Workflow Web Sites
  - Production web site: https://wawf.eb.mil
  - Training web site : https://wawftraining.eb.mil
  - WAWF Web Based Training: http://www.wawftraining.com
- WAWF and EDA Help Desk
  - DISA Ogden Customer Service Center 801-605-7095
    - email: cscassig@ogden.disa.mil
- WAWF Army Help Desk (toll free)
    - Phone 1-866-598-3560, DSN 869-0290
    - Email: cco-ec-army-wawf-helpdesk@dfas.mil
- EDA web-site
  - **http://eda.ogden.disa.mil/**
  - EDM/EFR Guide: **http://farsite.hill.af.mil/afcep/AFCEP-36.htm#P26320_914782**
- myInvoice
  - https://myinvoice.csd.disa.mil//index.html
- DFAS e-Commerce web page
  - http://www.dod.mil/dfas/contractorpay/electroniccommerce.html
- Federal Acquisition Regulation Web Site
  - http://farsite.hill.af.mil
- Unique Identification (UID)
  - **http://www.acq.osd.mil/dpap/UID/**

Acronyms

- ANSI: American National Standards Institute – Organization that establishes Standard Format for Electronic Transactions
- BPN: Business Partner Network - Used for CAGE Code Validation
- DAAS: Defense Activity Address System - Used for DODAAC Validation
- EDA: Electronic Document Access - Contract Information
- EDI: Electronic Data Interchange - Standard Format for Transactions
- EFT: Electronic Funds Transfer - Payment Made to Vendor Bank Account via US Treasury
- FTP: File Transfer Protocol - Used for Batch Input
- GEX Global Exchange Server – Used to Translate EDI to WAWF User Defined File and Vice Versa
- LPO: Local Processing Office: DoD Office that certifies document for payment
- PKI: Public Key Infrastructure – Electronic signature identity
- PPA: Prompt Payment Act - Federal Law governing federal payments
- PSS: Payment System Specific
- RFP: Request For Proposal – submitted to contracting to request a contract

Questions?

WAWF Registration – Government User

Presented by:

Defense Finance and Accounting Service

WAWF REGISTRATION

To Register in WAWF We Must Complete The Following Steps

- Identify Your DoDAAC/s (Block 13 of DD2875)
- Identify Your Primary Role/s (Block 13 of DD2875)
- Enter Your Personal Information into WAWF
- Select Logon Method
- Attach your DD2875 to registration form (if electronic copy available)
- Add Primary Role(s) (some users have more than one)
- Add “View Only” Role(s) to all of Your Primary Role(s)
- Ensure Registration Agrees with DD Form 2875

WAWF REGISTRATION

21. CONTRACT QUALITY ASSURANCE

a. ORIGIN

☐ CQA ☐ ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

DATE | SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

TYPED NAME:

TITLE:

MAILING ADDRESS:

COMMERCIAL TELEPHONE NUMBER:

b. DESTINATION

☒ CQA ☒ ACCEPTANCE of listed items has been made by me or under my supervision and they conform to contract, except as noted herein or on supporting documents.

Date Accept. ✓ Acceptor Signs Here

DATE | SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

TYPED NAME:

TITLE:

MAILING ADDRESS:

COMMERCIAL TELEPHONE NUMBER:

22. RECEIVER'S USE

Quantities shown in column 17 were received in apparent good condition except as noted.

Date Rec ✓ Inspector Signs Here

DATE RECEIVED | SIGNATURE OF AUTHORIZED GOVERNMENT REPRESENTATIVE

TYPED NAME:

TITLE:

MAILING ADDRESS:

COMMERCIAL TELEPHONE NUMBER:

** If quantity received by the Government is the same as quantity shipped, indicate by (X) mark; if different, enter actual quantity received below quantity shipped and encircle.*

23. CONTRACTOR USE ONLY

Most everyone is familiar with the DD Form 250 We can use this form to show you your role in

WAWF. If you signed only Block 22 as a Receiver chances are you will have an Inspector role

in WAWF. If you signed block 21b then chances are you will have an Acceptor role in WAWF.

DD FORM 250, AUG 2000 PREVIOUS EDITION IS OBSOLETE.

WAWF-RA Shared Roles

All Roles within WAWF, Vendor, Inspector, Acceptor, LPO, and Pay Office share certain access roles. The primary shared roles are listed below:

View Only

- Used by Inspector, Acceptor, LPO, to research/locate documents in WAWF
- Used by supervisors and/or Contracting Officers to view/monitor process.

Auditors

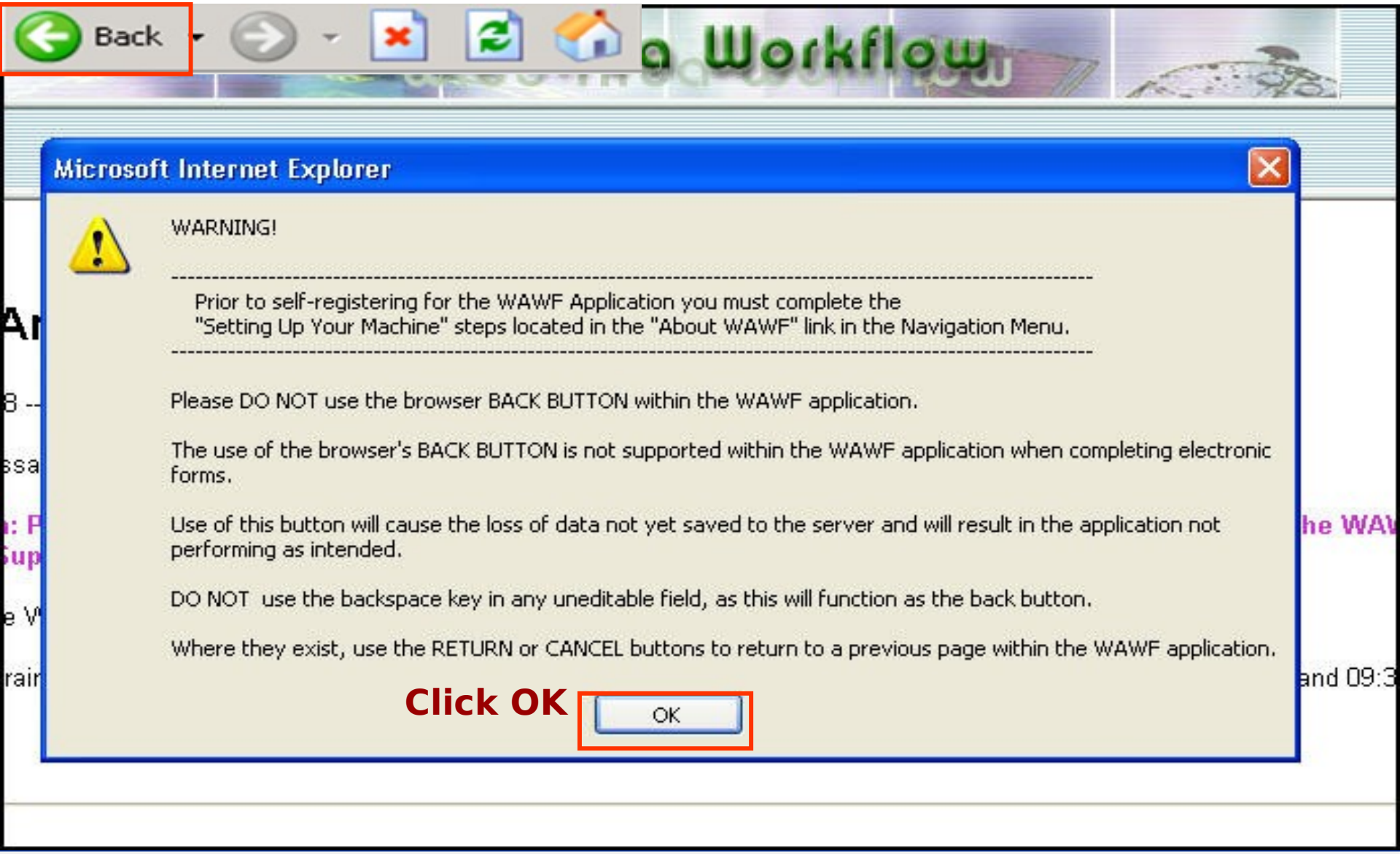
- Transaction view to all documents can “See” all actions taken on documents

Group Administrator (GAM)

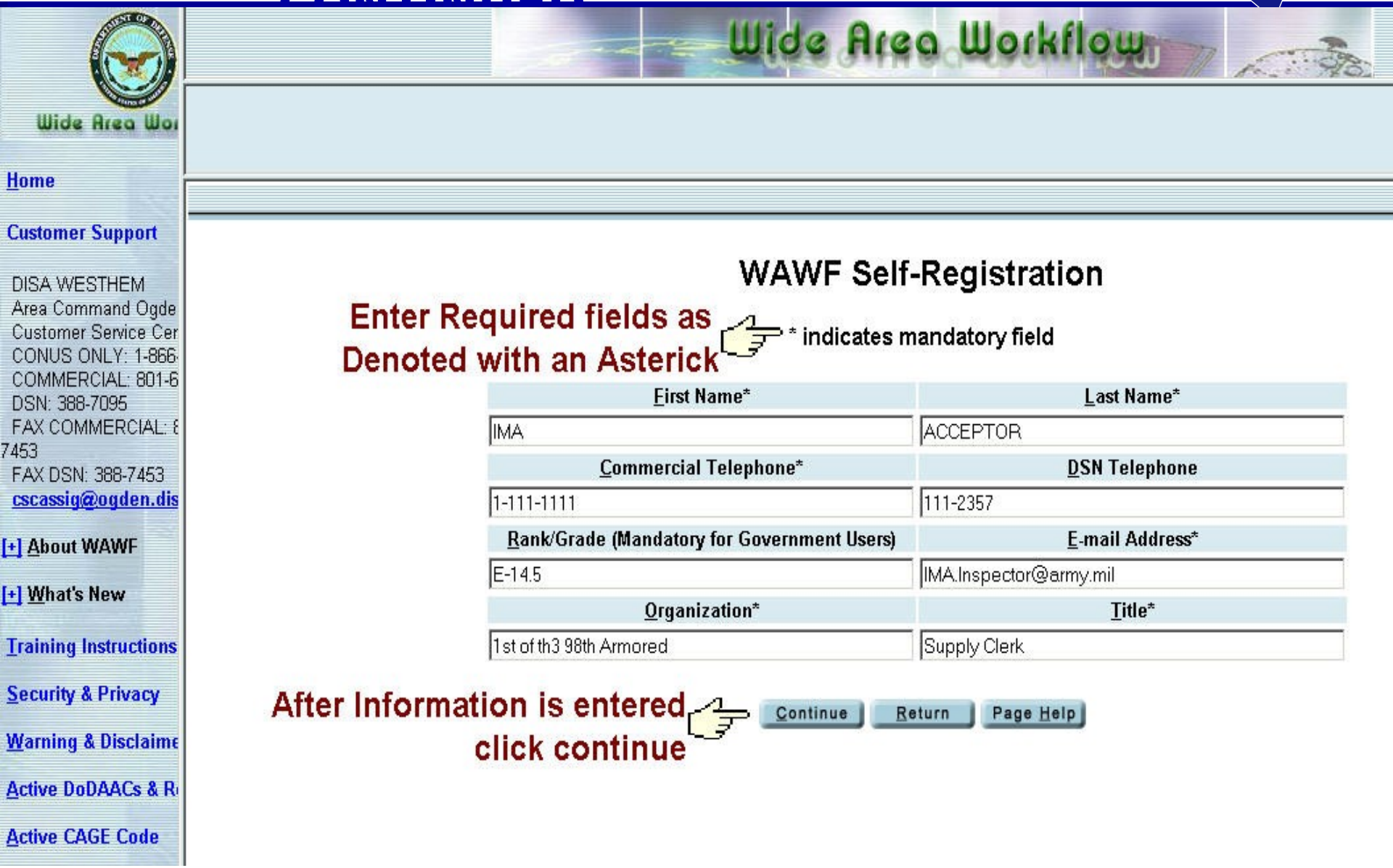
- Controls access to authorized accounts (Gate Keeper)
- Point of Contact for subordinate users

WAWF Registration
Go To WAWF Home Page:

Wide Area Workflow
Home
Customer Support
DISA WESTHEM
Area Command Ogden
Customer Service Center
CONUS ONLY: 1-866-618-59
COMMERCIAL: 801-605-709
DSN: 388-7095
FAX COMMERCIAL: 801-605-
7453
FAX DSN: 388-7453
cscassig@ogden.disa.mil
[+] About WAWF
[+] What's New
Security & Privacy
Wide Area Workflow
System Messages:
WAWF Users:
This system is unavailable during the following times to conduct Database system maintenance
ORACLE COLD BACKUP - SUN 0100 MT/0300 ET - 0400 MT/0600 ET
If you are experiencing slow response times or system "hangs" and are using Internet Explorer 6.0 SP1, a patch (Q818506) may help to decrease your response time. To download the patch, go to the web site below and follow the instructions.
http://www.microsoft.com/downloads/details.aspx?FamilyID=6ad4034b-22df-4100-b211-5cf7e0eac5e1&displaylang=en
Logon to WAWF (Registered user only)
Self-Register to use WAWF (New users)*
Help with registration for access to WAWF
Click Self-Register Link
To begin Registration


Back
Workflow
Microsoft Internet Explorer
WARNING!
Prior to self-registering for the WAWF Application you must complete the "Setting Up Your Machine" steps located in the "About WAWF" link in the Navigation Menu.
Please DO NOT use the browser BACK BUTTON within the WAWF application.
The use of the browser's BACK BUTTON is not supported within the WAWF application when completing electronic forms.
Use of this button will cause the loss of data not yet saved to the server and will result in the application not performing as intended.
DO NOT use the backspace key in any uneditable field, as this will function as the back button.
Where they exist, use the RETURN or CANCEL buttons to return to a previous page within the WAWF application.
Click OK
OK

WAWF REGISTRATION CONTINUED

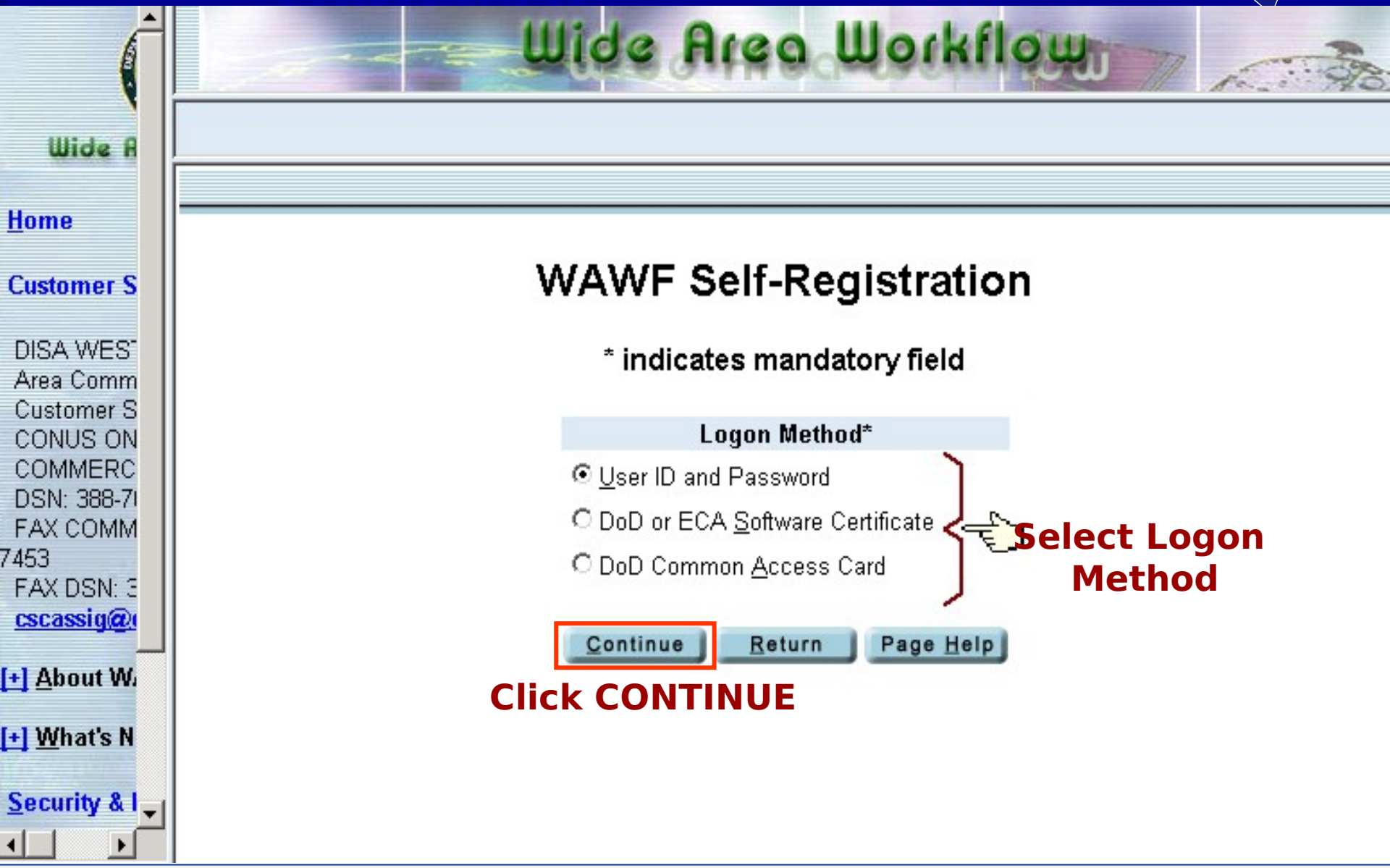


WAWF Registration – USER ID/PASSWORD

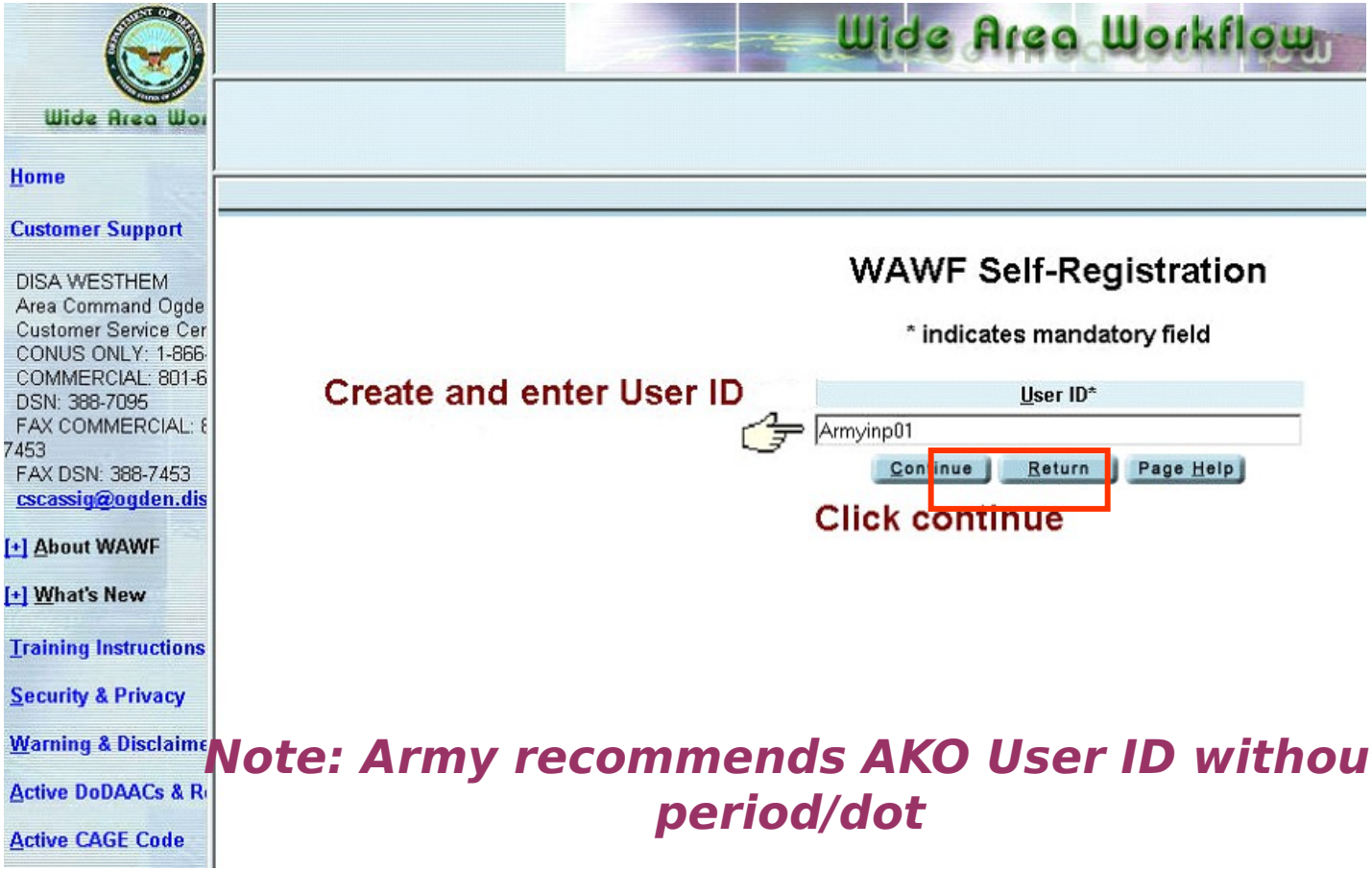
Presented by:

Defense Finance and Accounting Service

WAWF REGISTRATION CONTINUED



WAWF REGISTRATION CONTINUED Page 16



Note: Army recommends AKO User ID without period/dot

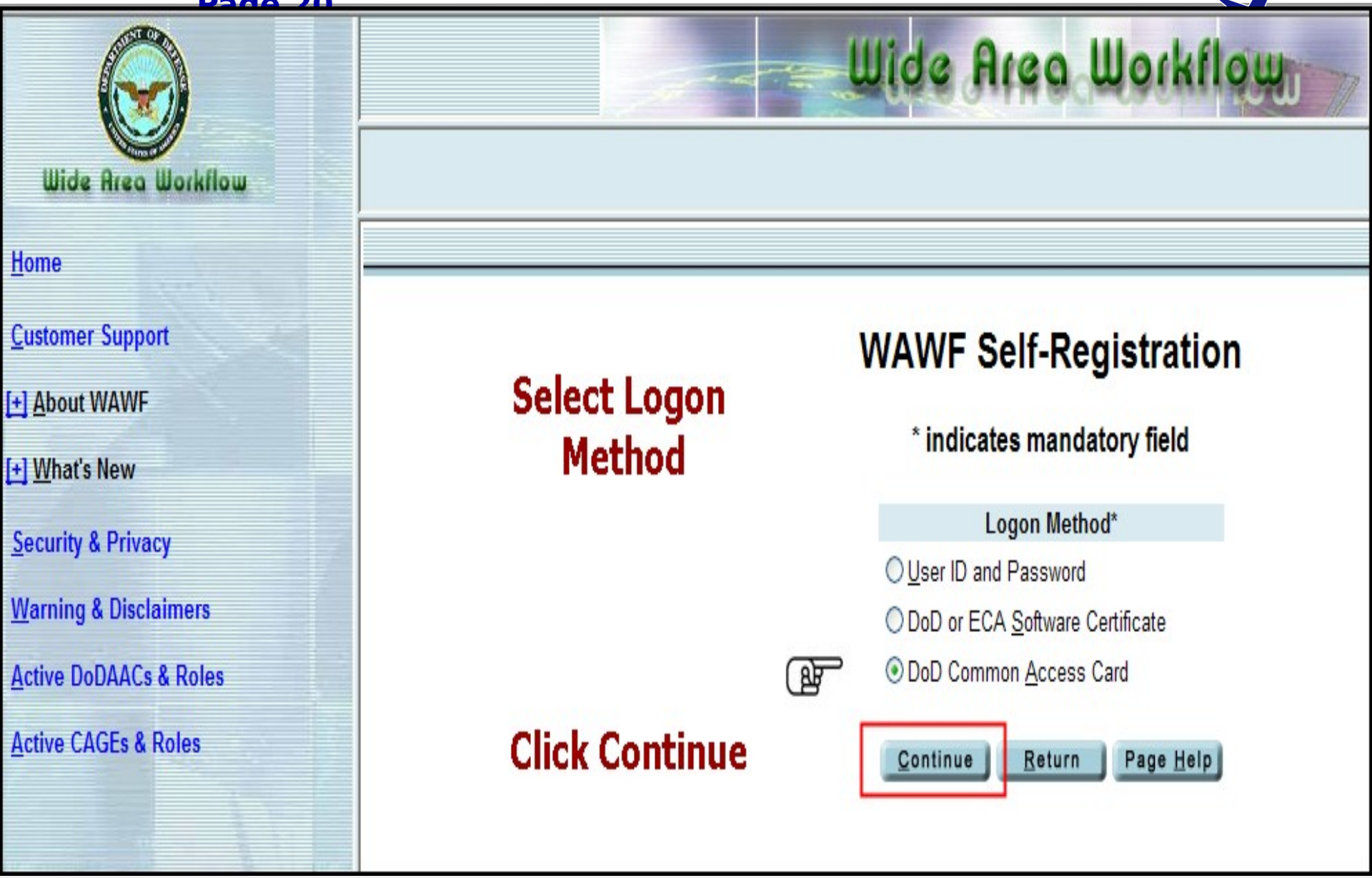
WAWF Registration – Common Access Card

Presented by:

Defense Finance and Accounting Service

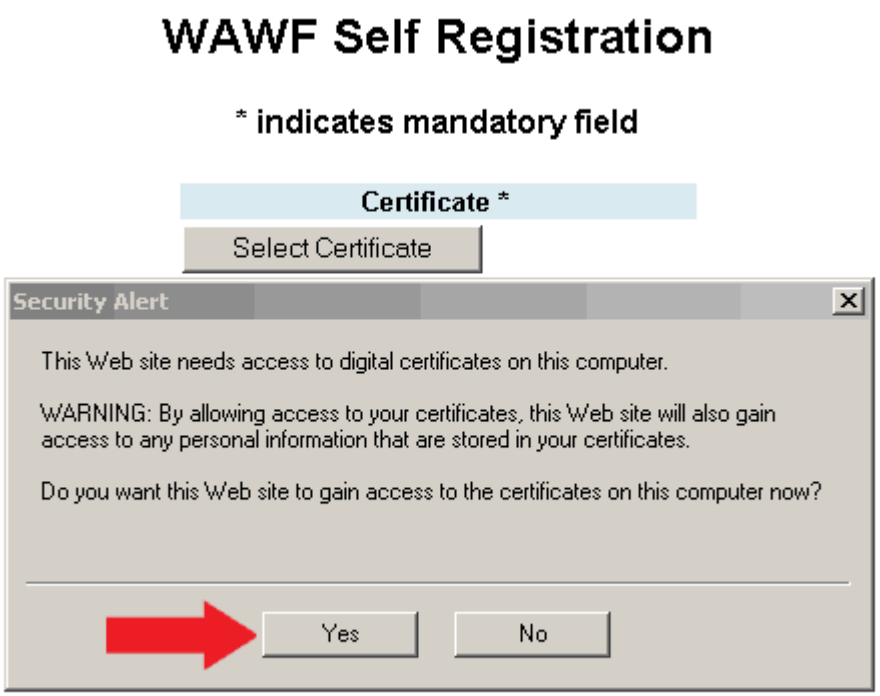
WAWF REGISTRATION CONTINUED

Page 20



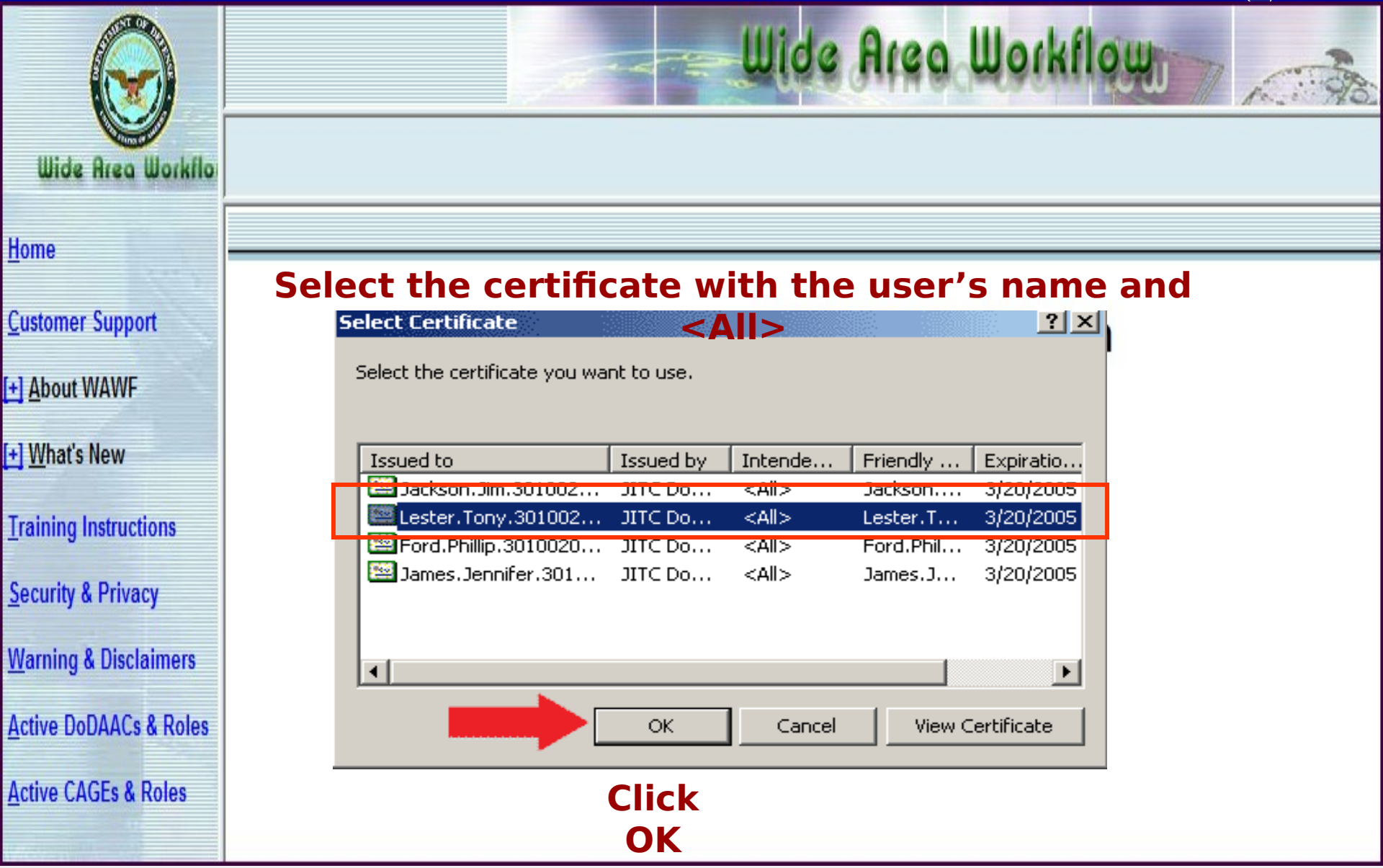
WAWF REGISTRATION CONTINUED Page

WAWF REGISTRATION CONTINUED Page 21

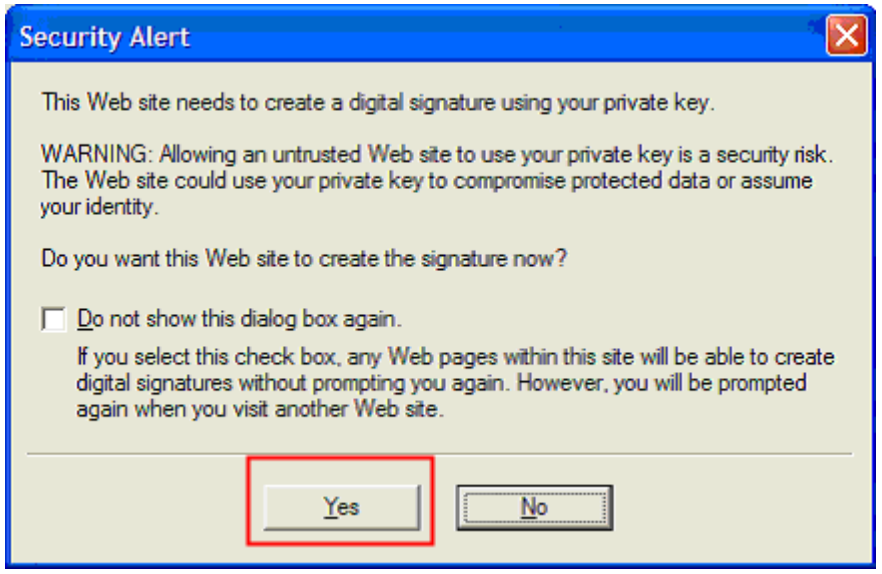

WAWF Self Registration
* indicates mandatory field
Certificate *
Select Certificate
Security Alert
This Web site needs access to digital certificates on this computer.
WARNING: By allowing access to your certificates, this Web site will also gain access to any personal information that are stored in your certificates.
Do you want this Web site to gain access to the certificates on this computer now?
Yes
No

Click Yes

WAWF REGISTRATION CONTINUED Page



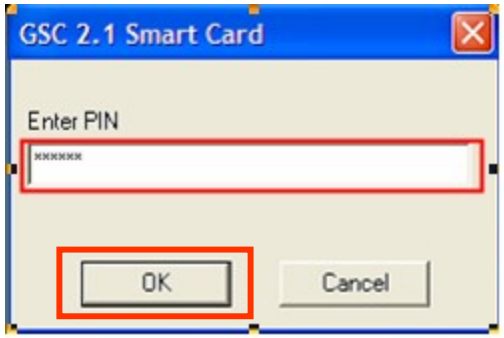
WAWF REGISTRATION CONTINUED Page 22


Security Alert
This Web site needs to create a digital signature using your private key.
WARNING: Allowing an untrusted Web site to use your private key is a security risk. The Web site could use your private key to compromise protected data or assume your identity.
Do you want this Web site to create the signature now?
Do not show this dialog box again.
If you select this check box, any Web pages within this site will be able to create digital signatures without prompting you again. However, you will be prompted again when you visit another Web site.
Yes
No

Click YES to create a digital signature

WAWF REGISTRATION CONTINUED Page 23

Enter your Pin and then Click OK



Your name and certificate number will appear on the certificate bar

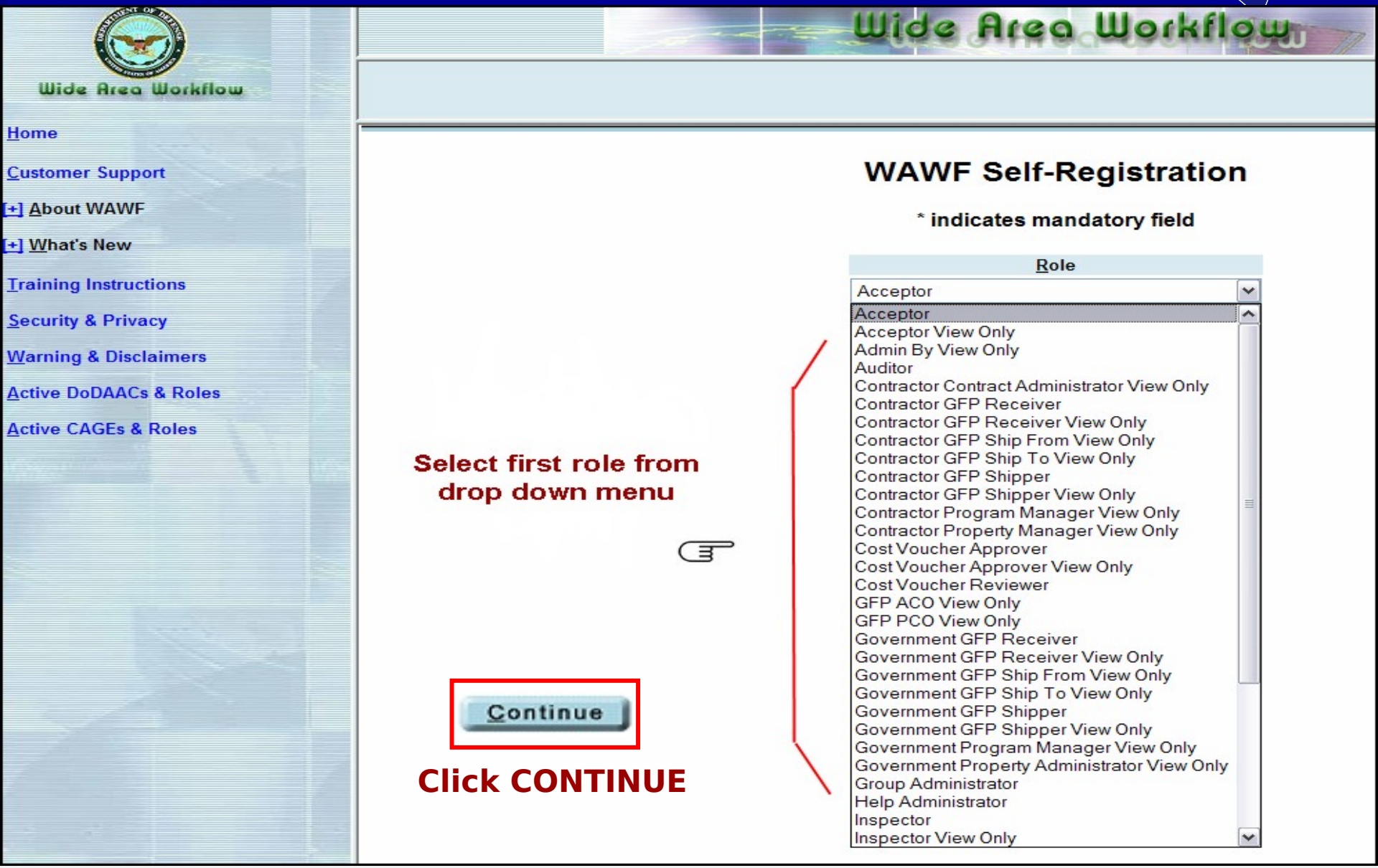
Click CONTINUE

WAWF Registration – Government User

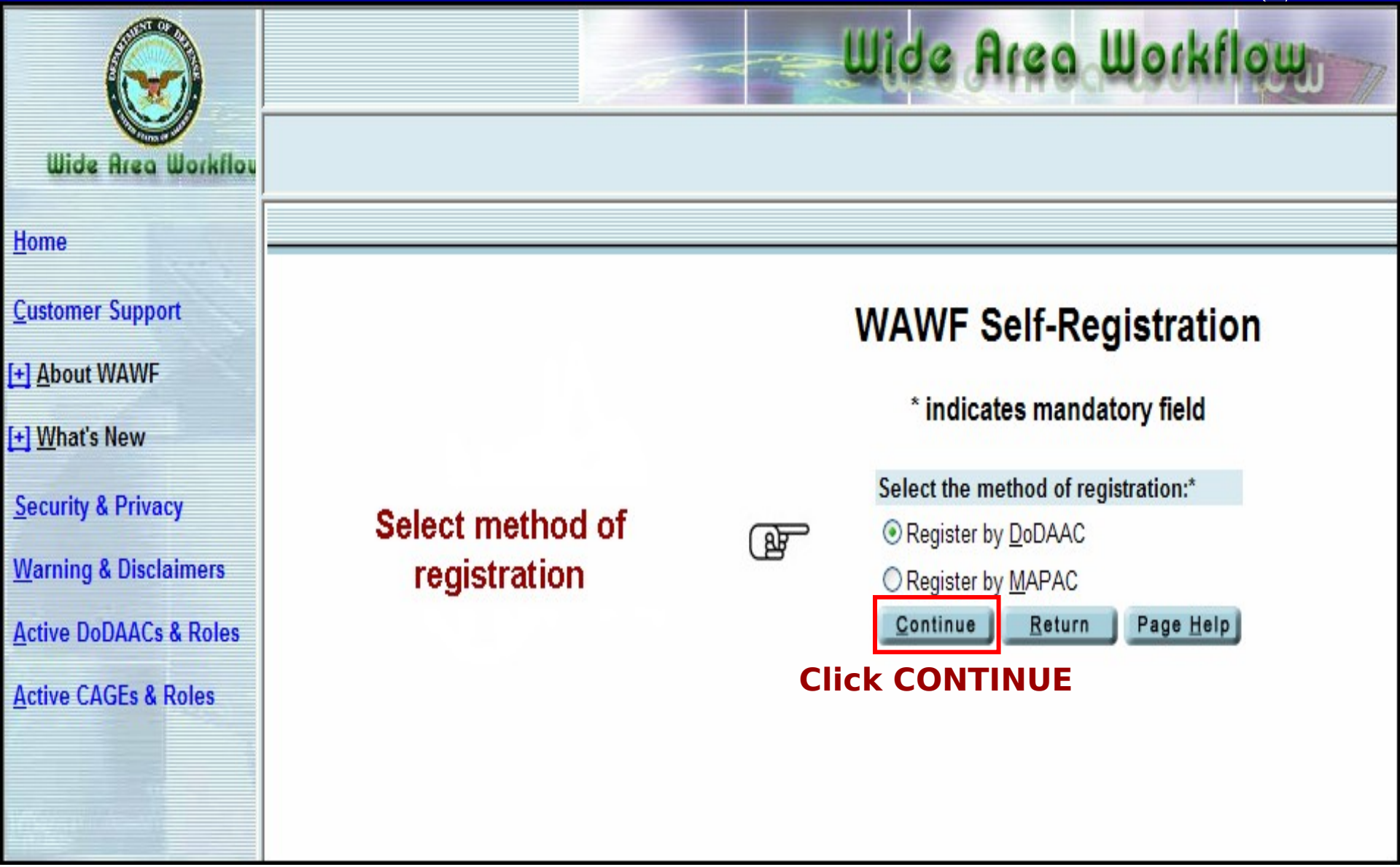
Presented by:

Defense Finance and Accounting Service

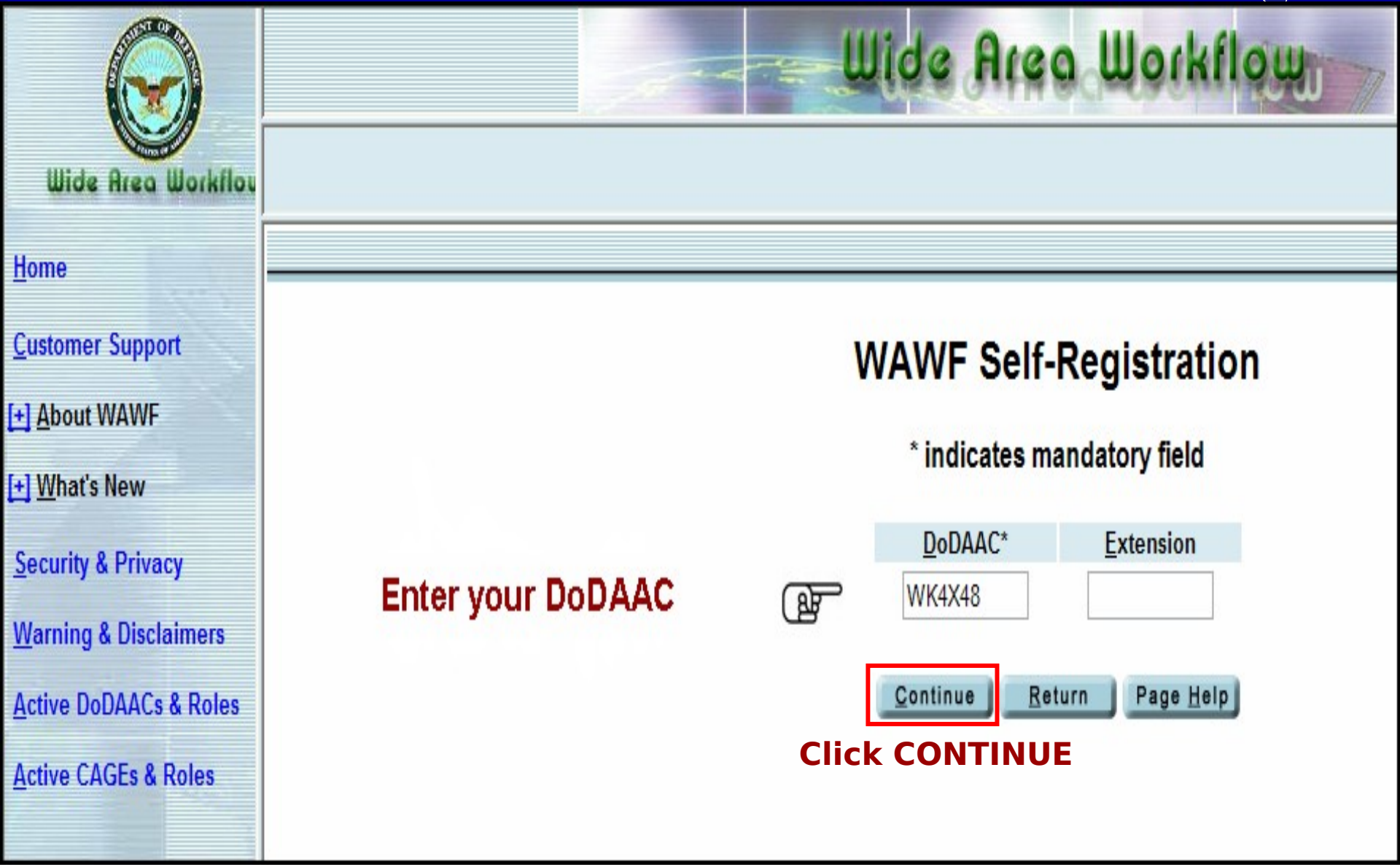
WAWF REGISTRATION CONTINUED Page 17



WAWF REGISTRATION CONTINUED Page

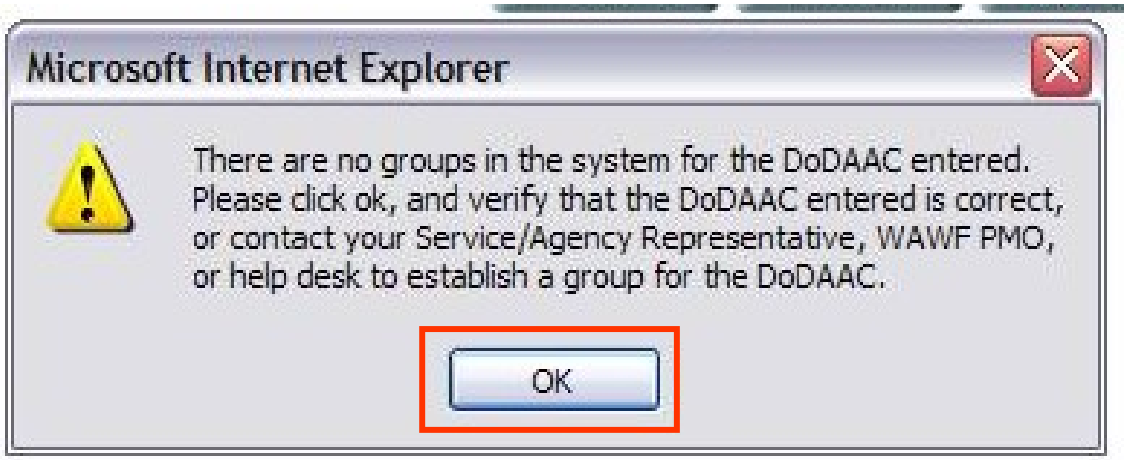


WAWF REGISTRATION CONTINUED Page 17



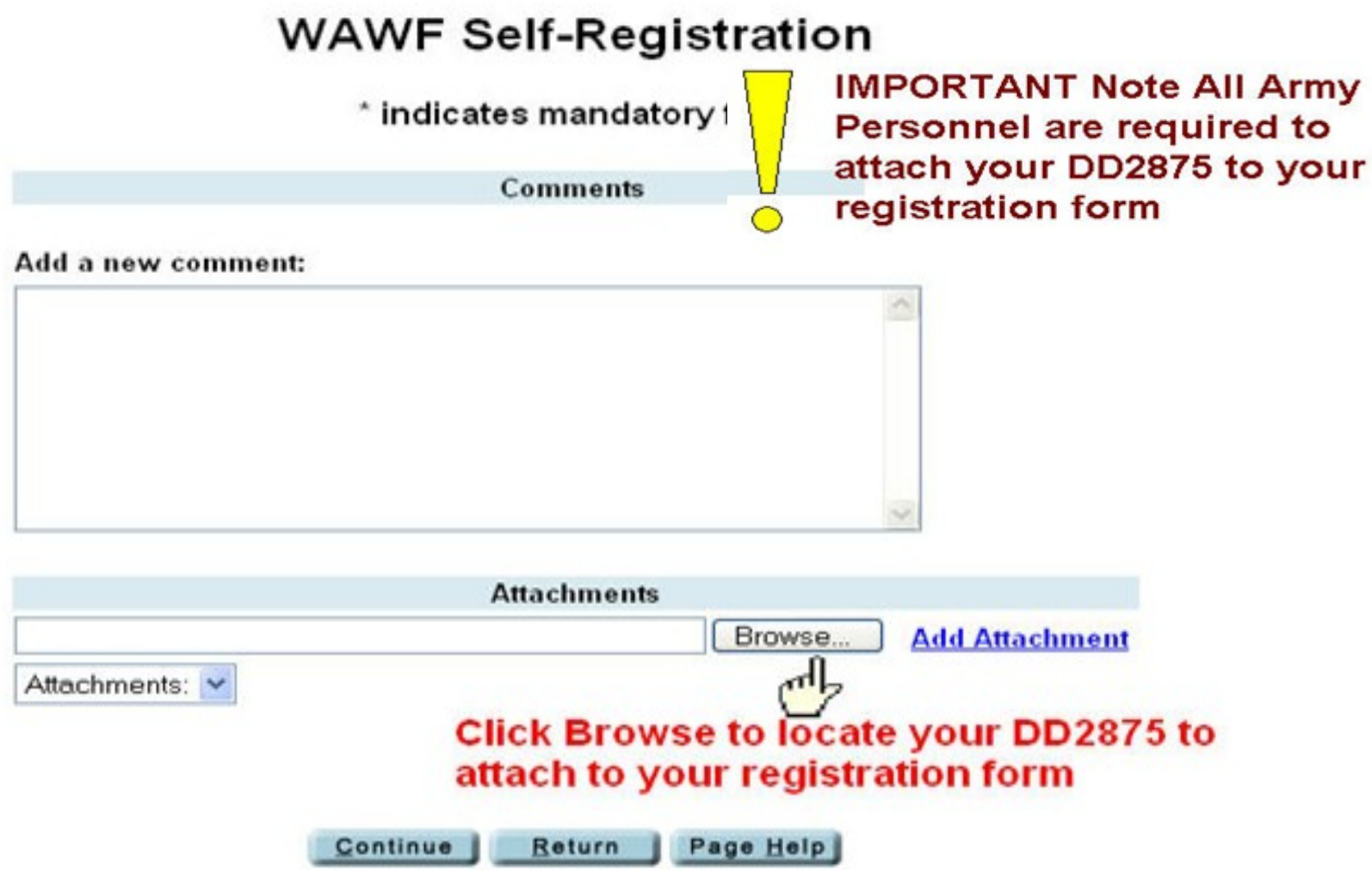
WAWF REGISTRATION CONTINUED

If you receive this message, then you cannot proceed with WAWF Self-Registration with entered DODAAC.

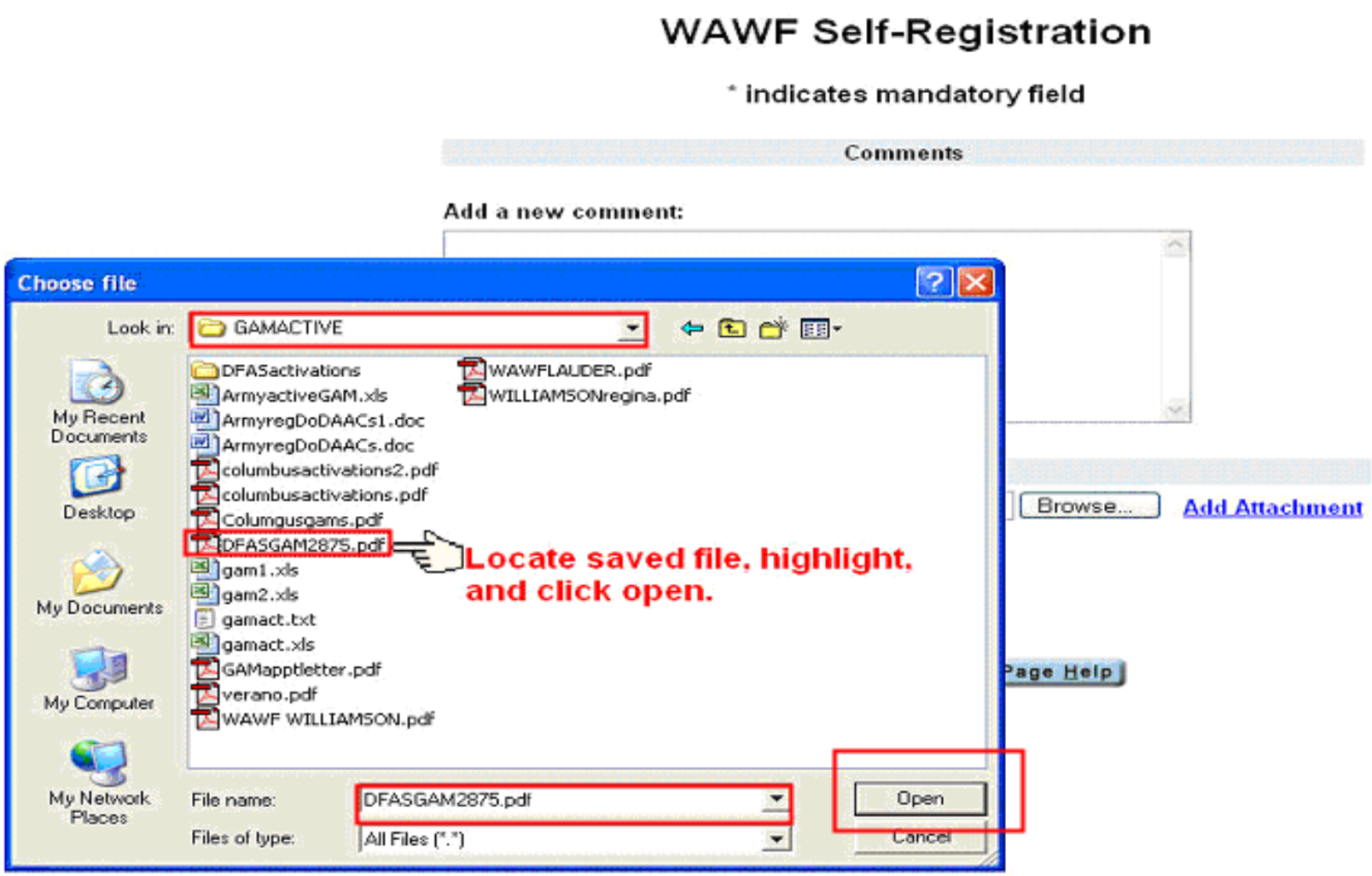

Microsoft Internet Explorer
There are no groups in the system for the DoDAAC entered. Please click ok, and verify that the DoDAAC entered is correct, or contact your Service/Agency Representative, WAWF PMO, or help desk to establish a group for the DoDAAC.
OK

Click OK

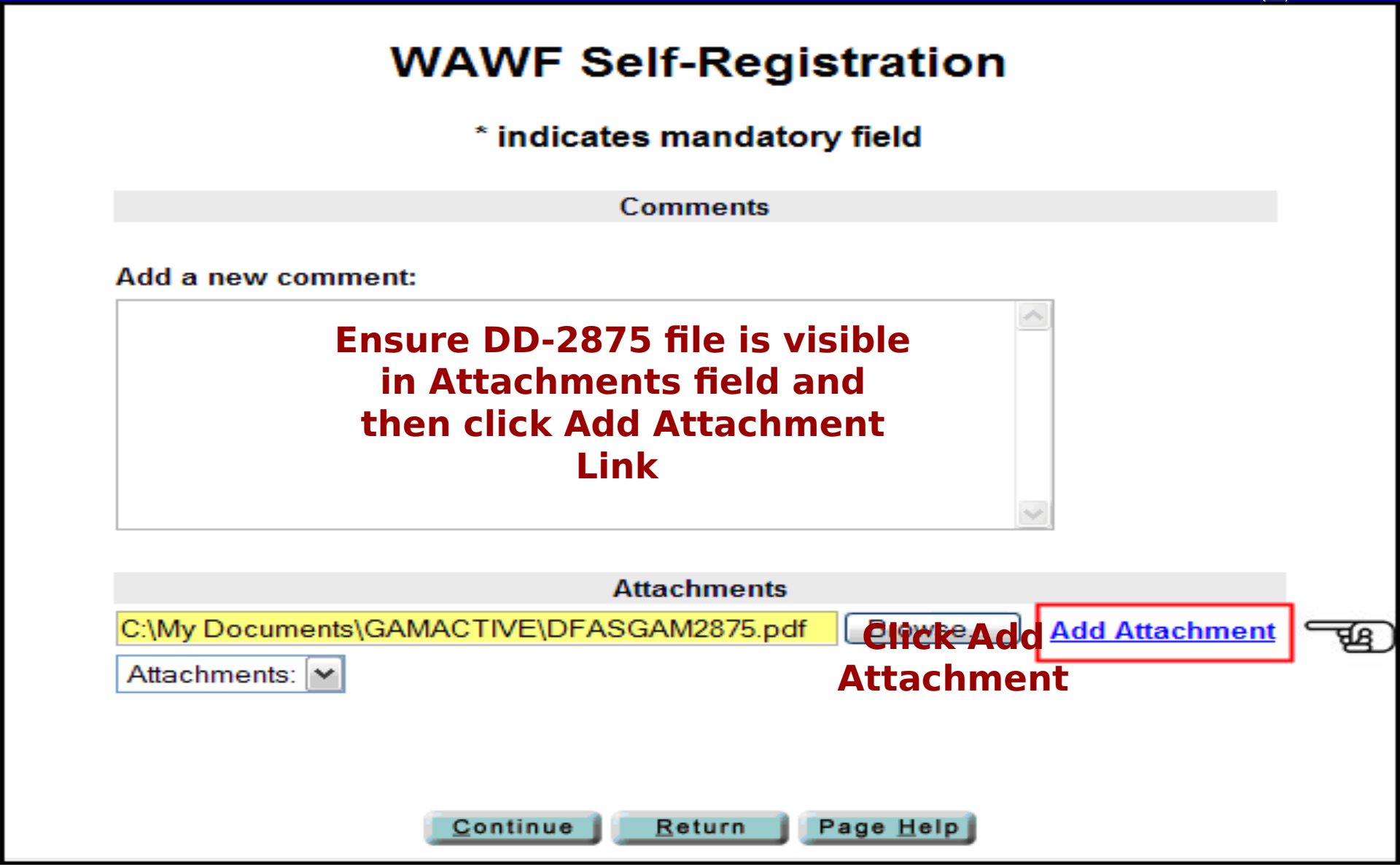
WAWF REGISTRATION CONTINUED Page 18



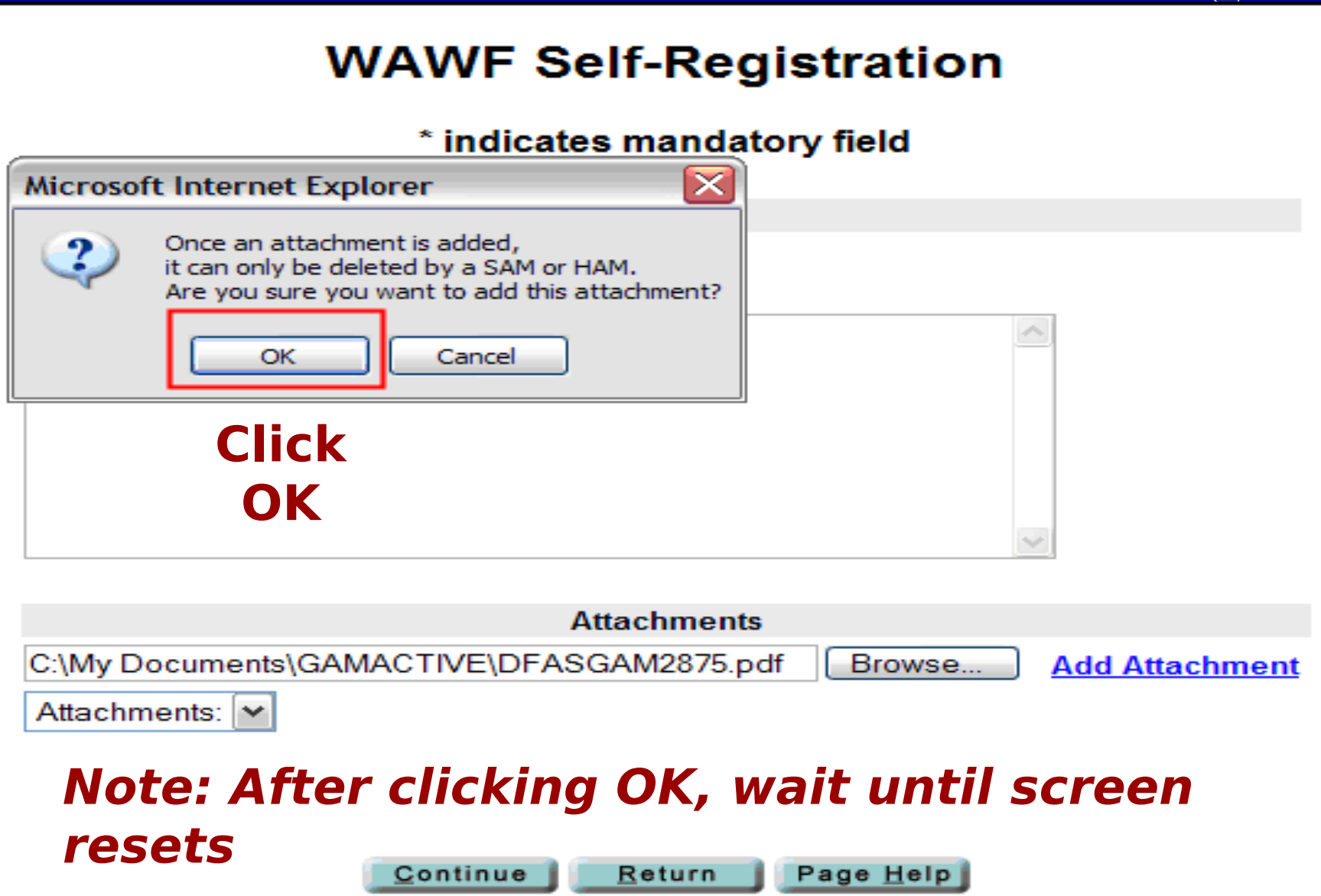
WAWF REGISTRATION CONTINUED Page 18



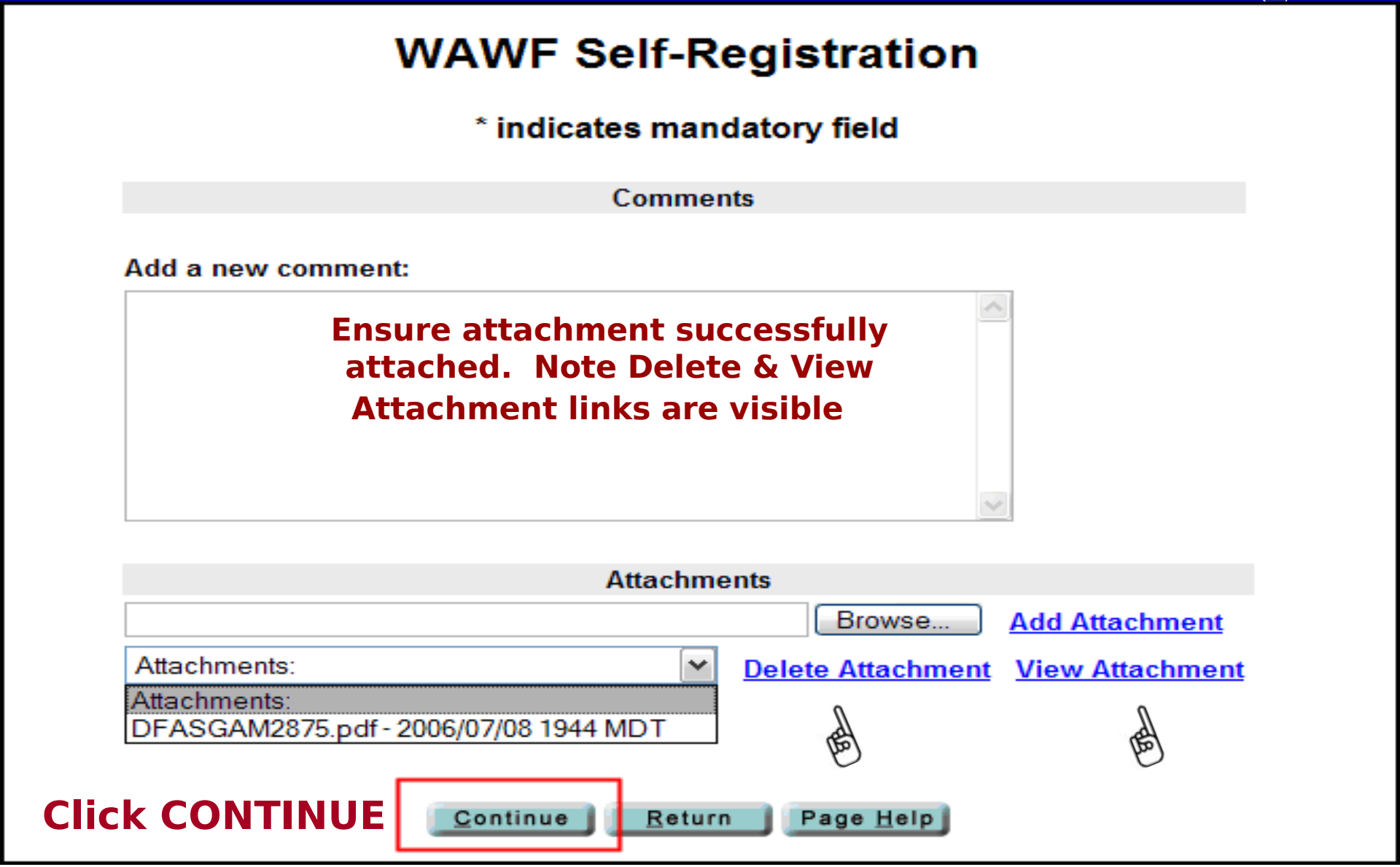
WAWF REGISTRATION CONTINUED Page 18



WAWF REGISTRATION CONTINUED Page 18

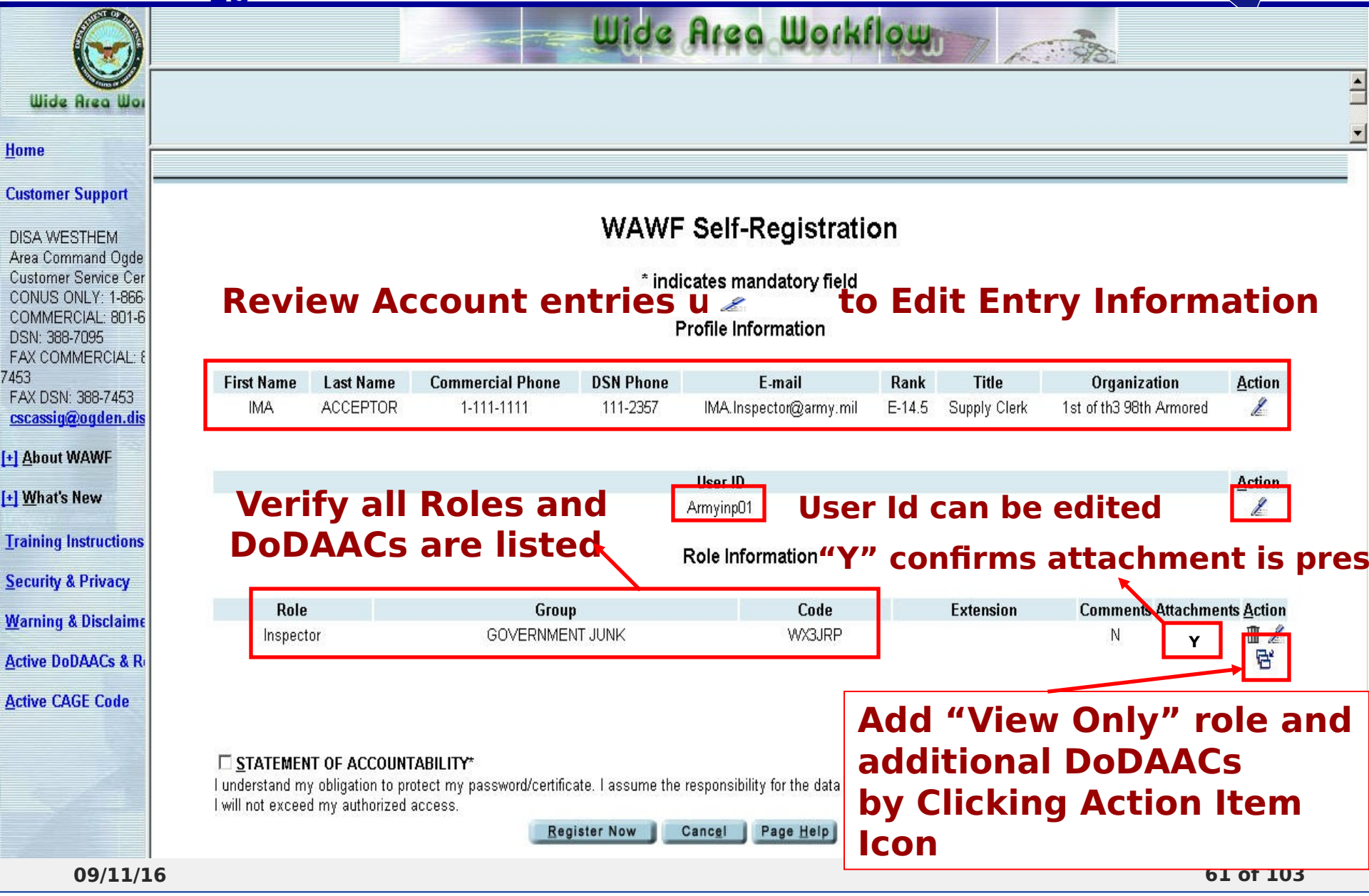


WAWF REGISTRATION CONTINUED Page 18



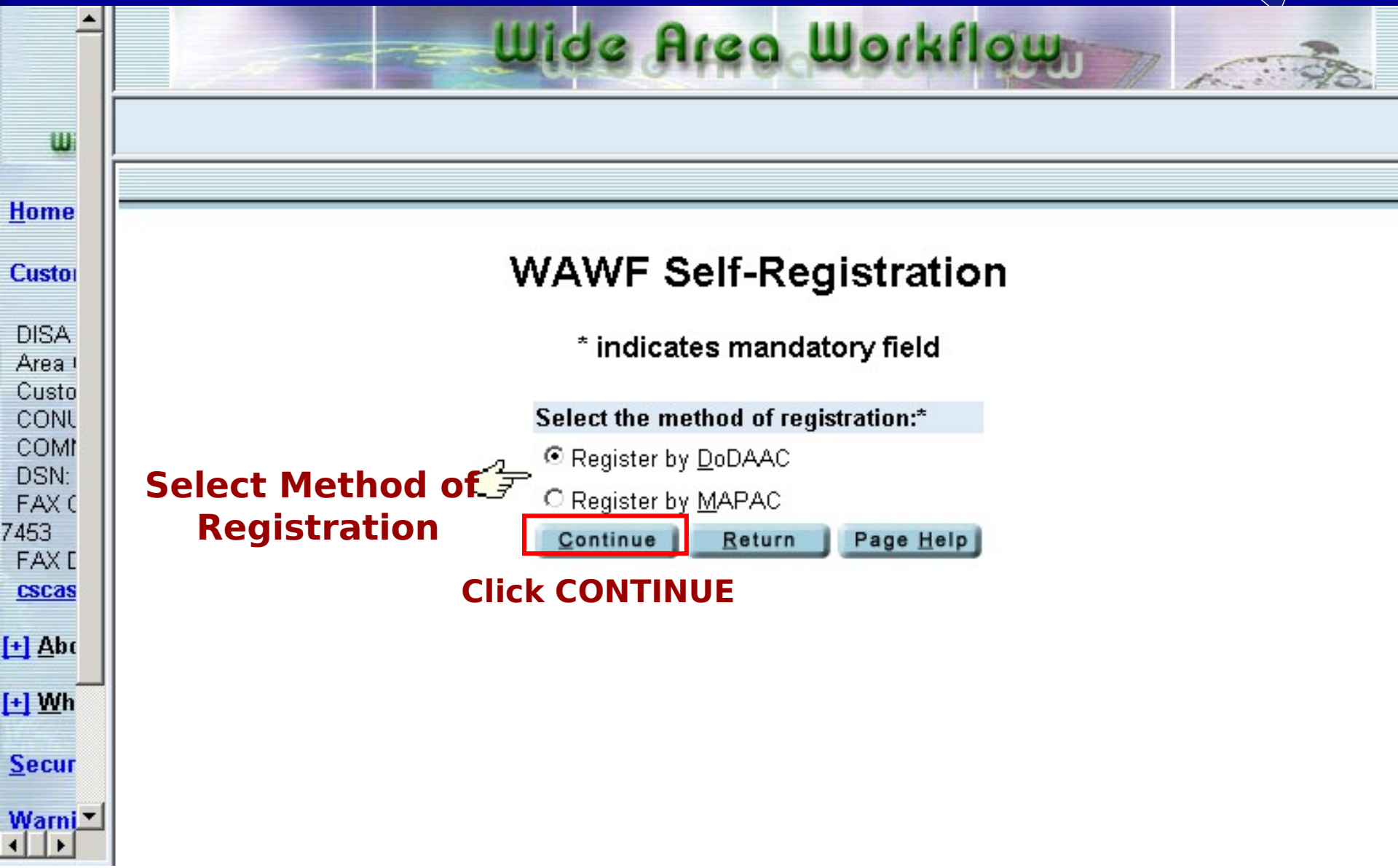
Click CONTINUE

WAWF REGISTRATION CONTINUED Page 18

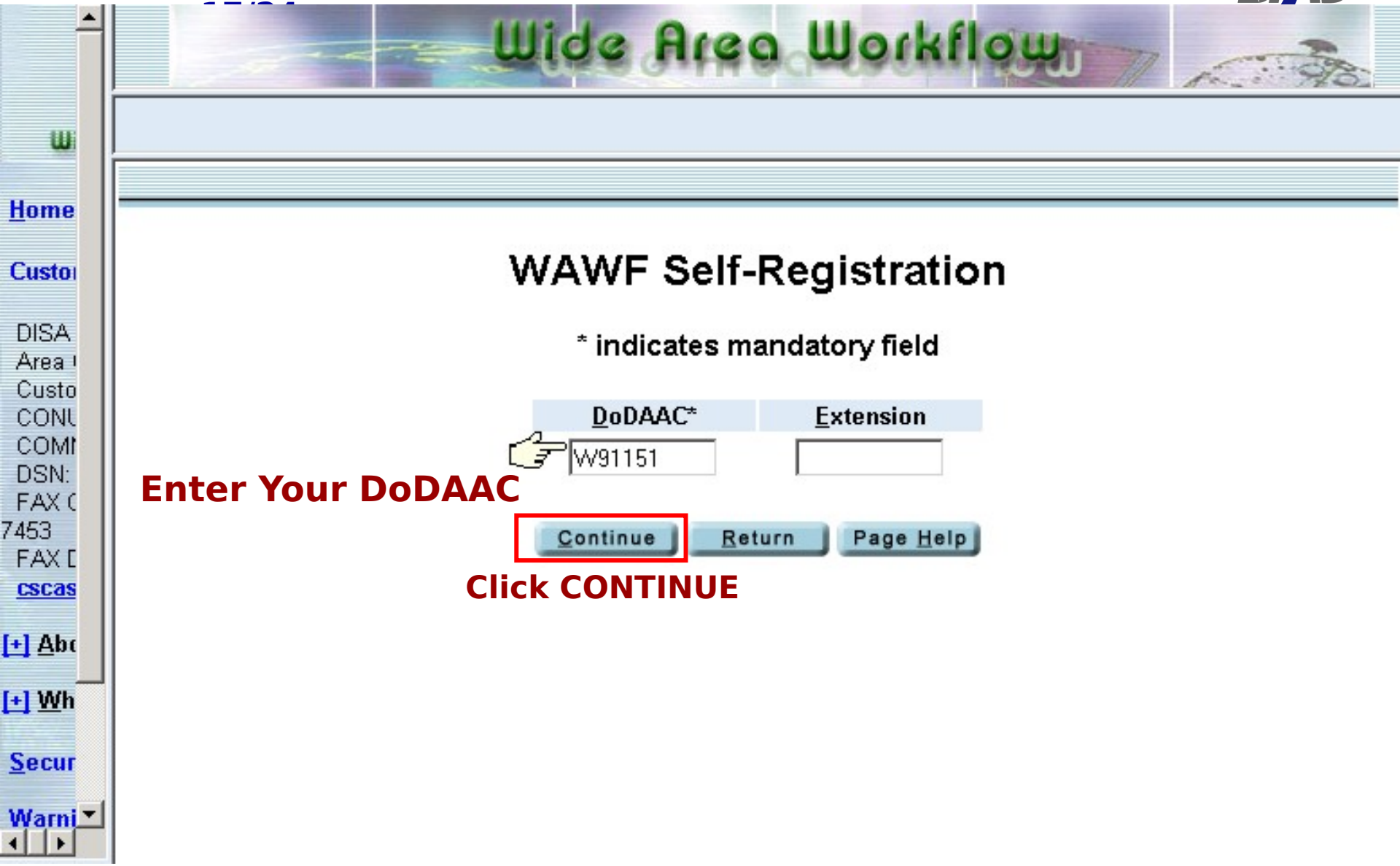

Wide Area Workflow
Home
Customer Support
DISA WESTHEM
Area Command Ogde
Customer Service Cer
CONUS ONLY: 1-866
COMMERCIAL: 801-6
DSN: 388-7095
FAX COMMERCIAL:
7453
FAX DSN: 388-7453
cscassig@ogden.dis
[+] About WAWF
[+] What's New
Training Instructions
Security & Privacy
Warning & Disclaime
Active DoDAACs & R
Active CAGE Code
WAWF Self-Registration
* indicates mandatory field
Review Account entries u to Edit Entry Information
Profile Information
First Name | Last Name | Commercial Phone | DSN Phone | E-mail | Rank | Title | Organization | Action
IMA | ACCEPTOR | 1-111-1111 | 111-2357 | IMA.Inspector@army.mil | E-14.5 | Supply Clerk | 1st of th3 98th Armored
User ID
Armyinp01
Action
Verify all Roles and DoDAACs are listed
User Id can be edited
Role Information
"Y" confirms attachment is pres
Role | Group | Code | Extension | Comments | Attachments | Action
Inspector | GOVERNMENT JUNK | WX3JRP | | N | Y
STATEMENT OF ACCOUNTABILITY*
I understand my obligation to protect my password/certificate. I assume the responsibility for the data
I will not exceed my authorized access.
Register Now
Cancel
Page Help
Add "View Only" role and additional DoDAACs by Clicking Action Item Icon

WAWF REGISTRATION CONTINUED Page 18

WAWF REGISTRATION CONTINUED Page



WAWF REGISTRATION CONTINUED Page

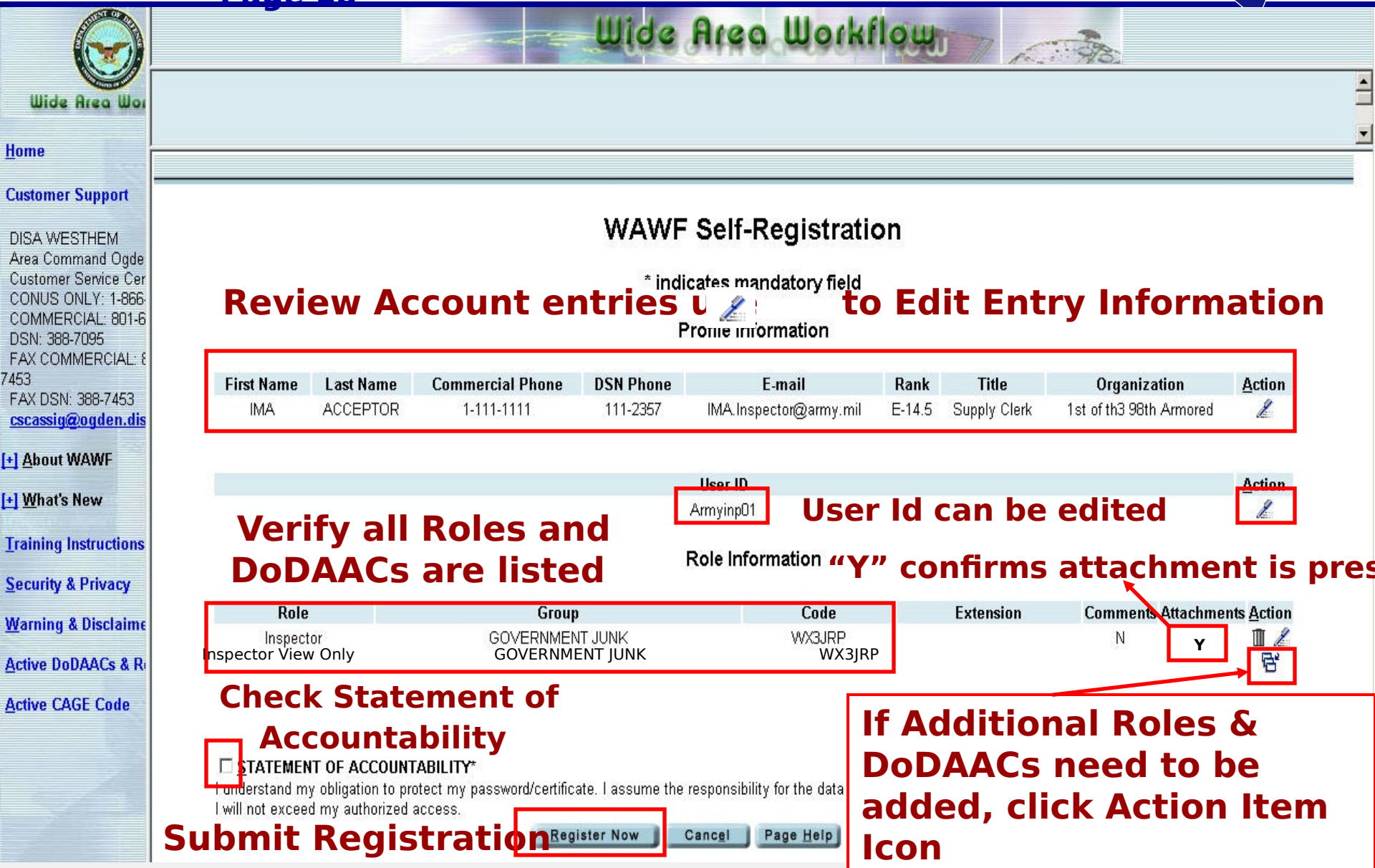


Enter Your DoDAAC

Click CONTINUE

WAWF REGISTRATION CONTINUED

Page 18


Wide Area Workflow
Home
Customer Support
DISA WESTHEM
Area Command Ogde
Customer Service Cer
CONUS ONLY: 1-866
COMMERCIAL: 801-6
DSN: 388-7095
FAX COMMERCIAL:
7453
FAX DSN: 388-7453
cscassig@ogden.dis
[+] About WAWF
[+] What's New
Training Instructions
Security & Privacy
Warning & Disclaime
Active DoDAACs & R
Active CAGE Code
WAWF Self-Registration
* indicates mandatory field
Review Account entries u to Edit Entry Information
Profile Information
First Name | Last Name | Commercial Phone | DSN Phone | E-mail | Rank | Title | Organization | Action
IMA | ACCEPTOR | 1-111-1111 | 111-2357 | IMA.Inspector@army.mil | E-14.5 | Supply Clerk | 1st of th3 98th Armored
User ID
Armyinp01
User Id can be edited
Verify all Roles and DoDAACs are listed
Role Information "Y" confirms attachment is pres
Role | Group | Code | Extension | Comments | Attachments | Action
Inspector | GOVERNMENT JUNK | WX3JRP | N | Y
Inspector View Only | GOVERNMENT JUNK | WX3JRP
Check Statement of Accountability
STATEMENT OF ACCOUNTABILITY*
I understand my obligation to protect my password/certificate. I assume the responsibility for the data
I will not exceed my authorized access.
Submit Registration
Register Now
Cancel
Page Help
If Additional Roles & DoDAACs need to be added, click Action Item Icon

WAWF REGISTRATION CONTINUED

Page 18

WAWF Self Registration

Thank you for registering for Wide Area Workflow. You will receive an email containing your userid. Once you have been activated by an administrator, you will receive another email notifying you of the role(s) for which you have been activated. If you have any questions, please contact the help desk.

Profile Information

First Name	Last Name	Commercial Phone	DSN Phone	Email	Rank	Title	Organization
Tony	Lester	999-999-9999		Vendor@supplier.com		Billing Specialist	Invoice customers

Certificate
Lester.Tony.3010020930

Role Information

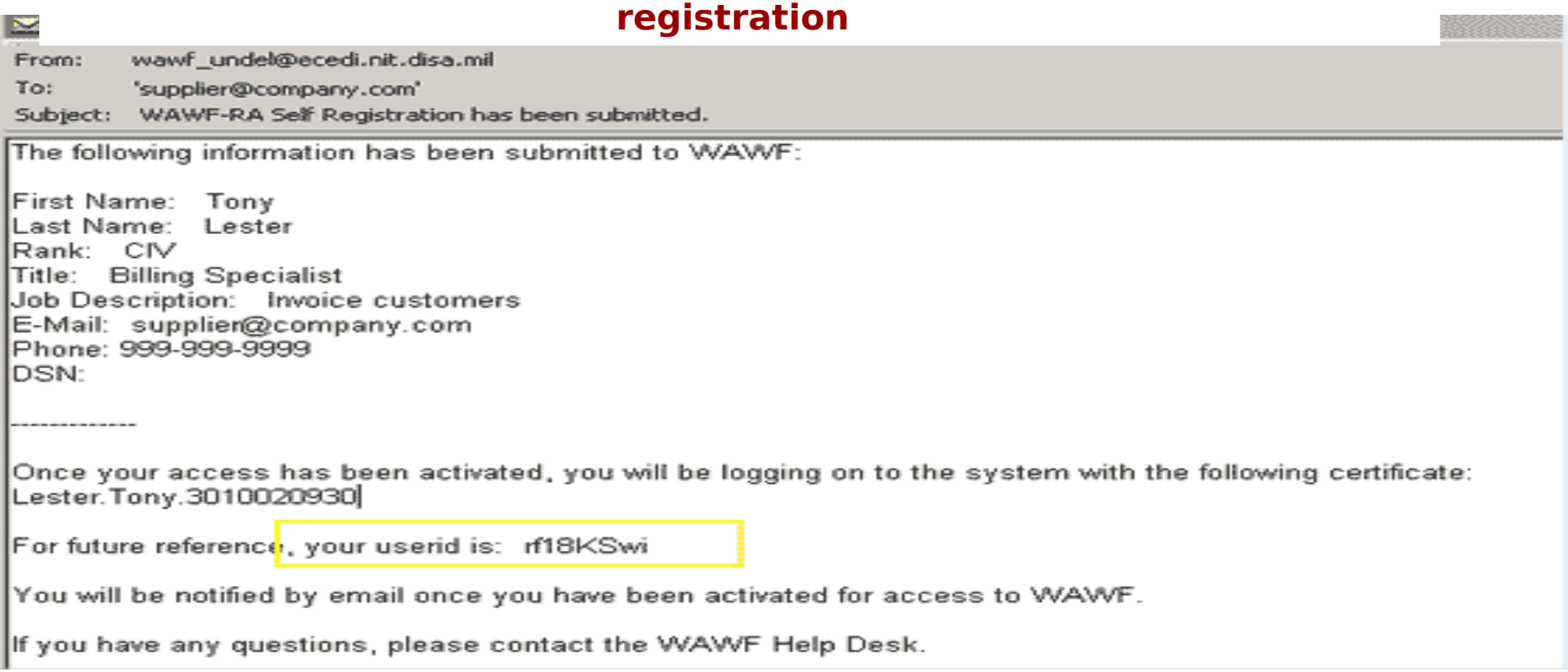
Role	Group	Code	Extension
Vendor	VENDOR	0W151	
Vendor	VENDOR	02LU7	

Registration is Complete!!! You will be sent an email once your account is activated

WAWF REGISTRATION CONTINUED

Page 25

WAWF automatically sends you an email notice confirming your registration



From: wawf_undel@ecedi.nit.disa.mil
To: 'supplier@company.com'
Subject: WAWF-RA Self Registration has been submitted.

The following information has been submitted to WAWF:

First Name: Tony
Last Name: Lester
Rank: CIV
Title: Billing Specialist
Job Description: Invoice customers
E-Mail: supplier@company.com
Phone: 999-999-9999
DSN:

Once your access has been activated, you will be logging on to the system with the following certificate:
Lester.Tony.3010020930

For future reference, your userid is: rf18KSwi

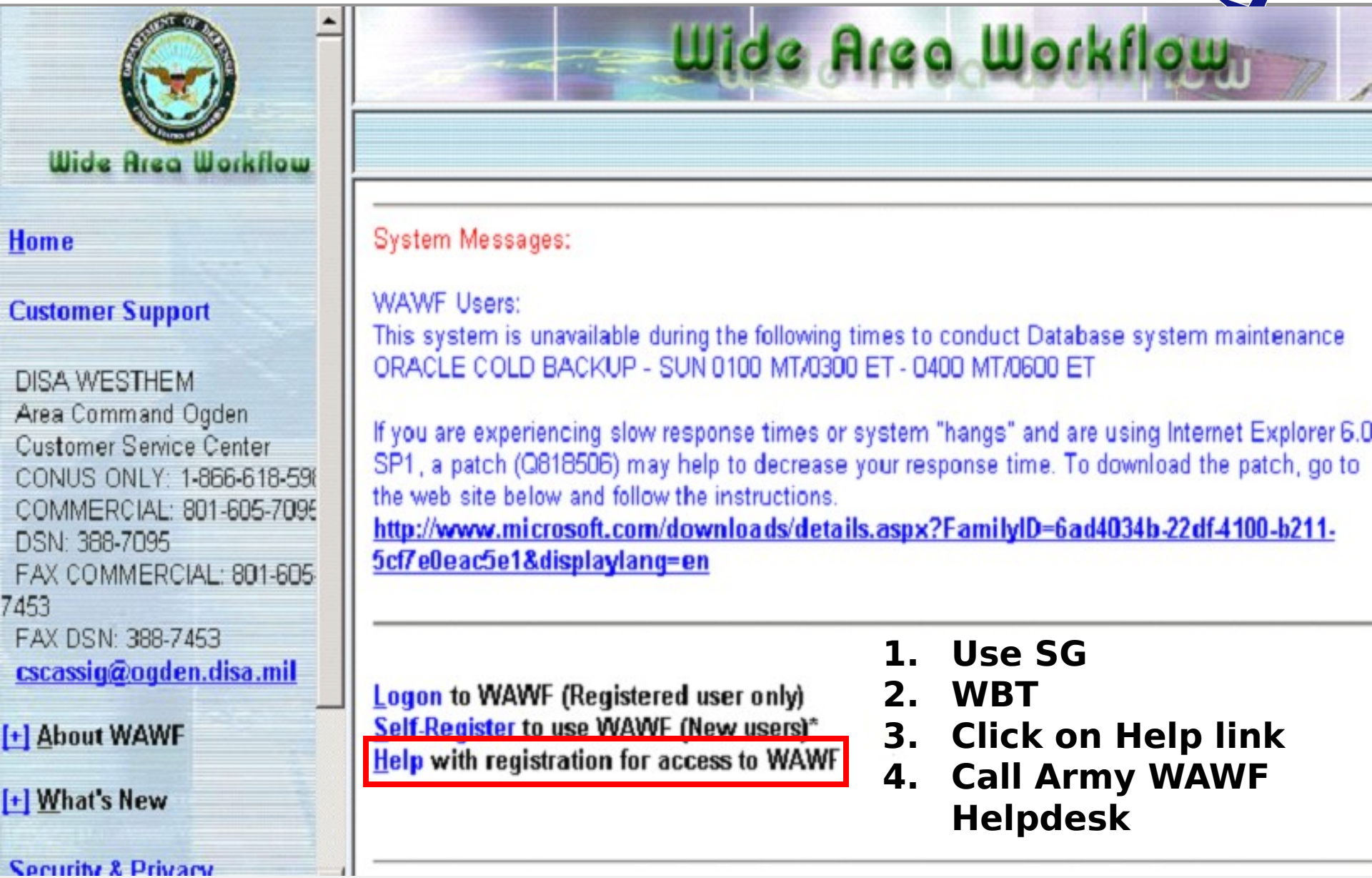
You will be notified by email once you have been activated for access to WAWF.

If you have any questions, please contact the WAWF Help Desk.

It's a good idea to record your User ID in a safe place

Refer to page 36-37 for procedures to log onto WAWF when your account is activated

Help with WAWF Registration


Wide Area Workflow
Home
Customer Support
DISA WESTHEM
Area Command Ogden
Customer Service Center
CONUS ONLY: 1-866-618-59
COMMERCIAL: 801-605-709
DSN: 388-7095
FAX COMMERCIAL: 801-605-
7453
FAX DSN: 388-7453
cscassig@ogden.disa.mil
[+] About WAWF
[+] What's New
Security & Privacy
Wide Area Workflow
System Messages:
WAWF Users:
This system is unavailable during the following times to conduct Database system maintenance
ORACLE COLD BACKUP - SUN 0100 MT/0300 ET - 0400 MT/0600 ET
If you are experiencing slow response times or system "hangs" and are using Internet Explorer 6.0 SP1, a patch (Q818506) may help to decrease your response time. To download the patch, go to the web site below and follow the instructions.
http://www.microsoft.com/downloads/details.aspx?FamilyID=6ad4034b-22df-4100-b211-5cf7e0eac5e1&displaylang=en
Logon to WAWF (Registered user only)
Self-Register to use WAWF (New users)*
Help with registration for access to WAWF

1. **Use SG**
2. **WBT**
3. **Click on Help link**
4. **Call Army WAWF Helpdesk**

Questions?